



COMMON COUNCIL MEETING AGENDA

Tuesday, August 15, 2023 - 7:00 PM

- A. Call to Order & Roll Call
- B. Opening Prayer
- C. Pledge of Allegiance
- D. Approval of the July 18, 2023 Common Council minutes
- E. Approval of the August 1, 2023 Special Common Council minutes
- F. Mayor's Report
- G. Aldermanic Reports
- H. Announcements
- I. Citizen Commentary
- J. Public Hearings
 - 1. Public Hearing on a Special Use Permit for an outdoor expansion of Holey Mackerel, an amusement and recreational establishment with a bar/tavern, limited service restaurant, and food truck, to be located at 5401 W. Layton Ave., submitted by Tripper Duval, d/b/a The Lost Whale, and Shaun Sullivan, d/b/a Envision Design Architects. (Tax Key No. 619-9997-003) (PC-7/10/23 Kastner)
 - a. Approve a Resolution for a Special Use Permit for an outdoor expansion of Holey Mackerel, an amusement and recreational establishment with a bar/tavern, limited service restaurant, and food truck, to be located at 5401 W. Layton Ave., submitted by Tripper Duval, d/b/a The Lost Whale, and Shaun Sullivan, d/b/a Envision Design Architects. (Tax Key No. 619-9997-003) (PC-7/10/23 Kastner)
 - b. Approve Site, Landscaping, and Architectural Plans for an outdoor expansion of Holey Mackerel, an amusement and recreational establishment with a bar/tavern, limited service restaurant, and food truck, to be located at 5401 W. Layton Ave., submitted by Tripper Duval, d/b/a The Lost Whale, and Shaun Sullivan, d/b/a Envision Design Architects. (Tax Key No. 619-9997-003) (PC-7/10/23 Kastner)
 - 2. Public Hearing on a Special Use Permit for an expansion of Kyoto, an existing full-service restaurant, to be located at 7417 W. Layton Ave., submitted by Yi Wu d/b/a Kyoto Group LLC, and Nathan Hostetler, d/b/a Layton Partners LLC. (Tax Key No. 617-0082-004) (PC-7/10/23 Kastner)
 - a. Approve a Resolution for a Special Use Permit for an expansion of Kyoto, an existing full-service restaurant, to be located at 7417 W. Layton Ave., submitted by Yi Wu d/b/a Kyoto Group LLC, and Nathan Hostetler, d/b/a Layton Partners LLC. (Tax Key No. 617-0082-004) (PC-7/10/23 Kastner)
 - b. Approve a Site Plan Review for an expansion of Kyoto, an existing full-service restaurant, to be located at 7417 W. Layton Ave., submitted by Yi Wu d/b/a Kyoto Group LLC, and Nathan Hostetler, d/b/a Layton Partners LLC. (Tax Key No. 617-0082-004) (PC-7/10/23 Kastner)

3. Public Hearing on a Special Use Permit for Nystrom & Associates, a proposed outpatient mental health counseling and psychiatry service facility, to be located at 4131 W. Loomis Rd., Suite 120, submitted by Eric Peterson d/b/a Nystrom & Associates. (Tax Key No. 600-1001-000) (PC-7/10/23 Kastner)
 - a. Approve a Resolution for a Special Use Permit for Nystrom & Associates, a proposed outpatient mental health counseling and psychiatry service facility, to be located at 4131 W. Loomis Rd., Suite 120, submitted by Eric Peterson d/b/a Nystrom & Associates. (Tax Key No. 600-1001-000) (PC-7/10/23 Kastner)
 - b. Approve a Site Plan Review for Nystrom & Associates, a proposed outpatient mental health counseling and psychiatry service facility, to be located at 4131 W. Loomis Rd., Suite 120, submitted by Eric Peterson d/b/a Nystrom & Associates. (Tax Key No. 600-1001-000) (PC-7/10/23 Kastner)

K. Old Business

1. Appointments to various committees and commissions:
 - a. Mayor appointments, confirmed by Council:
 - i. One member to the Board of Review for a term to expire 5/1/2026 (formerly James Jaworowicz)
 - ii. One alternate member to the Tree Commission for a term to expire 5-1-24 (formerly Chloe Selkirt)
 - iii. One member to the Zoning Board of Appeals for a term to expire 5/1/26 (formerly John Rivera)

L. New Business

1. Claim received from Mary Jean Perez. (Goergen)
2. Claim and Itemized Statement of Relief Sought pursuant to Wis. Stat. 893.80(1d)(b) received from Atty. Monson of Schott, Bubnitz & Engel, S.C. on behalf of Claimants Andrew and Jennifer Drzewiecki. (Goergen)
3. Discussion and possible action to retain outside counsel to represent the City as to the Drzewiecki claim due to a conflict of interests. (Atty. Geary)
4. Approve applications for 2023-2024 operator licenses (Goergen)
5. Approve application for 2023-2024 Entertainment License for Hot Gates LLC, Gregory Schmatz, Agent, for the property at 4940 S. 76th St. (Sky Zone Greenfield) (Indoor: Tampolines, playgrounds, zip lines and obstacle courses. Outdoor: None) (Goergen)
6. Approve an application for a Parade License, and a request to waive the license fee, received from the Greenfield High School to conduct a parade on October 6, 2023 from 3:30 PM tp 6:30 PM. (Assemble at 3:30pm on South 51st Street (dead end) and West to Edgerton Avenue; with parade to begin at 5pm moving on Edgerton westward to South 60th Street then proceeding north on South 60th St. to Greenfield High School.) (Goergen)
7. Approve an application for a 2023-2024 Combination "Class A" fermented malt beverage and liquor license for Randip Inc., Jasbeer Kaur, Agent, for the property at 4955 S. 27th Street. (Wine & Liquor), first floor and basement storage located at 4955 S. 27th St. (Goergen)
8. Approve a Special Use Review, Site Plan and Landscape Review for an ownership change to Wine & Liquor, an existing business, located at 4955 S. 27 St., submitted by Randip Pal Singh, d/b/a Wine & Liquor. (Tax Key No. 622-0005-000) (PC-7/10/23 Kastner)

9. Approve a Special Use Review and Site Plan Review for an ownership change to John Paul's Buick GMC, an existing business, located at 3615 S. 108 St., submitted by Richard Torhorst, d/b/a Kunes Buick GMC of Greenfield, Inc. (Tax Key Numbers 563-9986-007 and 563-0014-000) (PC-7/10/23 Kastner)
10. Approve a Special Use Review and Site Plan Review for an ownership change to Sky Zone, an existing business, located at 4940 S. 76 St., submitted by Roger Duncan, d/b/a Sky Zone Greenfield. (Tax Key No. 617-9977-004) (PC-7/10/23 Kastner)
11. Approve an Outdoor Special Event application for the House of Harley Labor Day Weekend event, to be located at 6221 W. Layton Ave, August 31, 2023 – September 4, 2023. Application includes the following combination of licenses/permits: Outdoor Special Event, Temporary Class "B" Retailer's License (beer), Food, and Commercial building, electrical and plumbing. Requesting Council approval to allow unaccompanied underage individuals on the licensed beer premises pursuant to Wis. Stat. 125.07(3)(a)12. (Porter)
12. Approve an Outdoor Special Event application for the House of Harley Fischer House Charity Ride event, to be located at 6221 W. Layton Ave, September 9, 2023. Application includes the following combination of licenses/permits: Outdoor Special Event, Temporary Class "B" Retailer's License (beer), Food, and Commercial building, electrical and plumbing. Requesting Council approval to allow unaccompanied underage individuals on the licensed beer premises pursuant to Wis. Stat. 125.07(3)(a)12. (Porter)
13. Approve an Outdoor Special Event application for the House of Harley Pet Fest for MADACC & K9 event, to be located at 6221 W. Layton Ave, October 14, 2023. Application includes the following combination of licenses/permits: Outdoor Special Event, Temporary Class "B" Retailer's License (beer), Food, and Commercial building, electrical and plumbing. Requesting Council approval to allow unaccompanied underage individuals on the licensed beer premises pursuant to Wis. Stat. 125.07(3)(a)12. (Porter)
14. Discussion and decision to revise 2023 Fire Department Organizational Chart (8/9/23 F&HR S. Saryan)
15. Discussion and decision to revise Assistant Fire Chief job description, recruit and hire (8/9/23 F&HR S. Saryan)
16. Discussion and decision to revise Code Enforcer job description, set salary, recruit and hire (8/9/23 F&HR S. Saryan)
17. Discussion and decision to revise Battalion Chief job description (8/9/23 F&HR S. Saryan)
18. Accept contract modification agreement between the State of Wisconsin Department of Health Services and the Greenfield Health Department related to 2023 Consolidated Contract grant (8/9/23 F&HR S. Saryan)
19. Approval of mileage reimbursements in the amount of \$1,157.52. (8/9/23 F&HR S. Saryan)
20. Accept investments and reinvestments for June 2023 (8/9/23 F&HR S. Saryan)
21. Accept June 2023 financial statements. (8/9/23 F&HR S. Saryan)
22. Approval of schedules of disbursements in the amount of \$8,438,962.55. (8/9/23 F&HR S. Saryan)
23. Discussion and Decision to approve an agreement between the City of Greenfield and Software Expressions for purposes of health records data migration.(Neitzke/Foley)
24. Discussion and decision to revise organizational chart in the Municipal Court (C. Edmonds)
25. Discussion and decision to create job description, set salary, recruit and hire Assistant Court Clerk in Municipal Court (C. Edmonds)

26. Common Council to go into closed session pursuant to Wis Stat. sec. 19.85(1)(c) & (e) & (f);
Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility;
Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session; Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations
 - a. Discuss current vacancies in the Greenfield Health Department and possible intermunicipal agreement as to the same
 27. Adjourn closed session and reconvene into open session.
 28. Discussion and decision to approve Health Department Services Agreement between the City of Greenfield and the City of West Allis (8/9/23 F&HR S. Saryan)
- M. Items for future agenda
- N. Adjourn

PLEASE NOTE: Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through sign language interpreters or other auxiliary aids. For additional information or to request this service, contact the Department of Human Resources at 329-5208, (FAX) 543-6158, TDD 1-800-947-6644 (Wisconsin Telecommunications Relay System), or by writing to the Director of Human Resources/ADA Coordinator at Greenfield City Hall, 7325 West Forest Home Avenue, Room 101, Greenfield, WI 53220. Greenfield City Hall is wheelchair accessible from the west and south entrances.

RESOLUTION NO. _____

Special Use Permit for Holey Mackerel, an amusement and recreational establishment with a bar/tavern, limited service restaurant, and food truck, located at 5401 W. Layton Ave., submitted by Tripper Duval, d/b/a The Lost Whale, and Shaun Sullivan, d/b/a Envision Design Architects. (Tax Key No. 619-9997-003)

WHEREAS, Tripper Duval, d/b/a The Lost Whale, duly filed with the City Clerk an application for a Special Use Permit, pursuant to Sec. 21.04.0603, Sec. 21.04.0700 and Sec. 21.08.0103 of the Municipal Code, for an outdoor expansion of Holey Mackerel, an amusement and recreational establishment with a bar/tavern, limited service restaurant, and food truck services., to be located at 5401 W. Layton Ave.; and,

WHEREAS, after due notice, a public hearing was held by the Common Council on August 15, 2023, at 7:00 p.m. or soon thereafter, in the Common Council Chambers, to consider the application; and,

WHEREAS, the Common Council, having carefully considered the evidence presented at the public hearing and the following pertinent facts noted:

1. The applicant, Tripper Duval, d/b/a The Lost Whale, has offices at 2151 S. Kinnickinnic Ave., Milwaukee, WI 53207.
2. The applicant owns the property at 5401 W. Layton Ave., Greenfield, WI 53220.
3. Holey Mackerel will operate the entire parcel for an amusement and recreational establishment with a bar/tavern, limited service restaurant, and food truck, located at 5401 W. Layton Ave., Greenfield, Milwaukee County, Wisconsin, more particularly described as follows:

Parcel 1 of Certified Survey Map No. 4257, being a part of the Northwest ¼ of Section 26, Township 6 North, Range 21 East, in the City of Greenfield, Milwaukee County, Wisconsin.

Tax Key No. 619-9997-003

Said land being located at 5401 W. Layton Ave.

4. The applicant is proposing an outdoor expansion of Holey Mackerel, an amusement and recreational establishment with a bar/tavern, limited service restaurant, and food truck services.
5. The aforesaid premise is zoned C-2 Community Commercial District under the Zoning Ordinance of the City of Greenfield, which permits limited-service restaurants, amusement and recreational establishments, bars/taverns, and food trucks as a Special Use, pursuant to Sec. 21.04.0603, Sec. 21.04.0700 and Sec. 21.08.0103 of the Municipal Code.

6. The subject property is part of an area along the W. Layton Ave. commercial/institutional corridor. Properties to the west are developed as institutional (high school). Properties to the north are developed as commercial and institutional. Properties to the east are developed as public park. Properties to the south are developed as multi-family residential.

7. The proposed development should not adversely contribute to traffic volumes or traffic flow in the area.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Greenfield that the application of Tripper Duval, d/b/a The Lost Whale, for an outdoor expansion of Holey Mackerel, an amusement and recreational establishment with a bar/tavern, limited service restaurant, and food truck services, to be located at 5401 W. Layton Ave., be, and is hereby granted on the following grounds:

That the establishment, maintenance and operation of the proposed use, with the imposition of certain conditions hereinafter set forth, reasonably satisfies the standards set forth in Sec. 21.04.0603 and Sec. 21.08.0103 of the Municipal Code, so as to permit the issuance of a special use permit as therein provided.

BE IT FURTHER RESOLVED that said Special Use Permit is granted subject to the following conditions:

1. Site and Landscaping Plans. The grant of this Special Use Permit is subject to and conditioned upon the Site Plan and all other applicable conditions approved by the Plan Commission on July 10, 2023 and by the Common Council on August 15, 2023. No alteration or modification of the approved plan shall be permitted without approval by the Common Council.
2. Building Plans and Fire Codes. The grant of this Special Use is subject to building plans being submitted to and approved by the Inspection Services Division and by the Fire Department.
3. Hours of Operation. The allowable hours of operation for Holey Mackerel will be 7:00am – 11:00pm.
4. Off-Street Parking. A total of 123 off-street parking stalls are required for Holey Mackerel. The property will provide 118 off-street parking stalls. The Common Council may waive the shortage.
5. Signage. Signage shall be in compliance with the City's Signage Ordinance. Any building window signage shall not exceed twenty-five (25) percent of the net glazed front window area per business premises. Rope/LED trim lighting shall not be allowed.
6. Public Nuisance. In accordance with Chapter 11 of the Municipal Code, Public Nuisances are prohibited. Public Nuisances include blighted properties due to an accumulation thereon of junk or other unsightly debris. Enforcement and abatement of public nuisances, including revocation of the Special Use Permit, may take place after three (3) or more nuisance

activities have occurred at a premise on separate days during a one hundred and eighty (180) day period.

7. Marketing Displays. The use of pennants, special lighting, flags, streamers or other signage typically temporary in nature, hanging, floating or attached to a structure or vehicle shall not be permitted.

8. Outdoor Lighting. All outdoor lighting fixtures shall be shielded in such a manner that no light splays from the property boundaries. Full-cut off fixtures and or house side shields must be utilized to minimize light splay. Rope/LED trim lighting is not permitted.

9. Litter. Employees shall inspect the area and the immediate vicinity and pick up litter on a daily basis.

10. Refuse Collection. All refuse to be provided by a commercial hauler. All refuse, recyclables and other waste material shall be screened from by a four-sided board-on-board refuse enclosure provided on site.

11. Pest Control. Exterior pest control shall be maintained at all times and pest control problems shall be addressed immediately.

12. Pagers, Intercoms. The use of outdoor pagers, intercoms, or speakers shall not be permitted on site as surrounding land use consists of residential uses.

13. Noxious Odors, Etc. The use shall not emit foul, offensive, noxious or disagreeable odors, gases, or effluvia into the air. Mechanical systems shall be maintained to efficiently remove noxious odors.

14. Pollution. The use shall not cause any noxious or unwholesome liquid or substance or any dirt, mud, sand, gravel, or stone refuse or other materials to be deposited upon any public right of way or flow into any sanitary sewer, storm sewer, or water supply system, or onto adjacent properties.

15. Deliveries and Refuse Pickup. The property will be required to abide by the City of Greenfield health/public nuisance rules per Chapter 12 of the Municipal Code. Because there is a residential neighborhood adjacent to the site, delivery operations and refuse pick up shall only be permitted during daytime hours. These functions shall not be permitted between the hours of 9:00 p.m. and 7:00 a.m.

16. Expiration of Special Use Permit. Any special use approved by the Common Council shall lapse and become null and void one (1) year from and after that approval if the use has not commenced, construction is not underway, or the owner has not obtained a valid building permit. An extension of these time limitations may be granted without a public hearing by the Common Council by resolution reauthorizing the special use in accordance with the following criteria:

A. The applicant requesting the extension shall complete a planning application available from the Community Development Division and shall submit a \$350.00 special use permit review/amendment fee.

B. A written explanation for the extension of time shall accompany the planning application along with a timeline/schedule for obtaining necessary permits, zoning, state and municipal approvals and a target date for construction start;

C. The request for extension shall be submitted within sixty (60) days of the expiration of the special use permit;

D. The extension, if granted, shall be valid for a period of six (6) months. If no building permit has been issued and construction has not commenced within six (6) months from and after the extension has been granted, the special use shall become null and void.

17. Miscellaneous.

A. Applicants are advised that the foregoing conditions are reasonably necessary to protect the public interest and to secure compliance with the standards and requirements specified in Sec. 21.04.0603 and Sec. 21.08.0103 of the Municipal Code; that the issuance of the special use is expressly subject to compliance with said conditions.

B. The use, as granted herein, is subject to applicants' compliance with all other state and local laws and regulations which may be applicable to the proposed use of the real estate in question.

C. The special use, as granted herein, shall run with the land and benefit and restrict all future owners and occupants of the property, unless the use shall lapse or be terminated and the use will not be altered or extended (including structural alterations and/or additions) without the approval of the Common Council, following public hearing, all as provided in Sec. 21.04.0603 and Sec. 21.08.0103 of the Municipal Code.

18. Lapse. If the applicant does not meet all of the terms and conditions set forth in this grant of a special use within one year of the granting thereof, then the Special Use Permit shall lapse and become null and void and the applicant shall forfeit any right to use the property as conferred by the Special Use Permit. The failure of the applicant to meet the terms and conditions of the Special Use Permit shall subject the permit to being declared void by the Common Council after notice to the applicant and a hearing before the Common Council. Upon a finding by the Common Council on the matter, the applicant and/or any interested person may make comments regarding the matter to the Common Council prior to the Common Council's next regular meeting following the hearing recommendation. Upon the Common Council's finding that the Special Use Permit has lapsed and become void, the applicant shall cease all operations at the property.

19. Termination of Special Use. If the person or entity granted the special use violates, allows or suffers the violation of the ordinances of the City of Greenfield, the State of Wisconsin

or the United States on the premises covered by the special use, then the special use may be terminated.

20. Acknowledgement. That the applicants sign an acknowledgment that he/she/they has/have received these terms and conditions and will abide by them.

The undersigned applicant agrees to the terms and conditions and has agreed that the grant of the Special Use Permit is conditioned on meeting the terms and conditions of this resolution.

Tripper Duval, d/b/a The Lost Whale

Provided to applicant on the
_____ day of _____, 2023

Community Development Manager

PASSED AND ADOPTED by the Common Council of the City of Greenfield on the _____
day of _____, 2023.

APPROVED:

Michael J. Neitzke, Mayor

ATTEST:

Jennifer Goergen, City Clerk

RESOLUTION NO. _____

Special Use Permit for an expansion of Kyoto, an existing full-service restaurant, to be located at 7417 W. Layton Ave., submitted by Yi Wu d/b/a Kyoto Group LLC, and Nathan Hostetler, d/b/a Layton Partners LLC. (Tax Key No. 617-0082-004)

WHEREAS, Yi Wu, d/b/a Kyoto Group LLC and Nathan Hostetler, d/b/a Layton Partners LLC, duly filed with the City Clerk an application for a Special Use Permit, pursuant to Sec. 21.04.0603, Sec. 21.04.0700 and Sec. 21.08.0103 of the Municipal Code, for an interior expansion of Kyoto, an existing full-service restaurant to be located at 7417 W. Layton Ave.; and,

WHEREAS, after due notice, a public hearing was held by the Common Council on August 15, 2023, at 7:00 p.m. or soon thereafter, in the Common Council Chambers, to consider the application; and,

WHEREAS, the Common Council, having carefully considered the evidence presented at the public hearing and the following pertinent facts noted:

1. The applicant, Yi Wu, d/b/a Kyoto Group LLC, resides at 4005 S. Avon Dr. New Berlin, WI 53151.
2. The property is owned by Layton Partners LLC, 600 N Plankinton Ave. Suite 301, Milwaukee, WI 53203.
3. Kyoto currently occupies approximately 3,000 sq. ft. of the multi-tenant commercial building for a restaurant, and will expand another 1,500 sq. ft., for a total of approximately 4,500 sq. ft. of tenant space located at 7417 & 7453 W. Layton Ave., Greenfield, Milwaukee County, Wisconsin, more particularly described as follows:

Parcel 1 of Certified Survey Map No. 6457, being a part of the Northwest ¼ of Section 27, Township 6 North, Range 21 East, in the City of Greenfield, Milwaukee County, Wisconsin.

Tax Key No. 617-0082-004

Said land being located at 7401 - 7515 W. Layton Ave.

4. The applicant is proposing an expansion of the existing Kyoto restaurant by leasing additional space abutting the existing full-service restaurant.
5. The aforesaid premise is zoned C-4 Regional Business District under the Zoning Ordinance of the City of Greenfield, which permits full-service restaurants as a Special Use, pursuant to Sec. 21.04.0603, Sec. 21.04.0700 and Sec. 21.08.0103 of the Municipal Code.

6. The subject property is part of an area along the S. 76 St. and W. Layton Ave. commercial corridors. Properties to the east are developed as single-family. Properties to the north, west, and south are developed as commercial.

7. The proposed development should not adversely contribute to traffic volumes or traffic flow in the area.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Greenfield that the application of Yi Wu, d/b/a Kyoto Group LLC and Nathan Hostetler, d/b/a Layton Partners LLC, for an interior expansion of Kyoto, an existing full-service restaurant, to be located at 7417 W. Layton Ave., be, and is hereby granted on the following grounds:

That the establishment, maintenance and operation of the proposed use, with the imposition of certain conditions hereinafter set forth, reasonably satisfies the standards set forth in Sec. 21.04.0603 and Sec. 21.08.0103 of the Municipal Code, so as to permit the issuance of a special use permit as therein provided.

BE IT FURTHER RESOLVED that said Special Use Permit is granted subject to the following conditions:

1. Site and Landscaping Plans. The grant of this Special Use Permit is subject to and conditioned upon the Site Plan and all other applicable conditions approved by the Plan Commission on July 10, 2023 and by the Common Council on August 15, 2023. No alteration or modification of the approved plan shall be permitted without approval by the Common Council.
2. Building Plans and Fire Codes. The grant of this Special Use is subject to building plans being submitted to and approved by the Inspection Services Division and by the Fire Department.
3. Hours of Operation. The allowable hours of operation for Kyoto will be 4:00pm – 10:00pm, Mondays, 11:00am – 10:00pm, Tuesday – Thursday, 11:00am – 10:30pm, Friday and Saturday, and 11:30am – 10:00pm, Sundays.
4. Off-Street Parking. A total of 45 off-street parking stalls are required for Kyoto. The entire multi-tenant commercial building requires a total of 153 off-street parking spaces. The property will provide 135 off-street parking stalls. The Common Council may waive the shortage.
5. Signage. Signage shall be in compliance with the City's Signage Ordinance. Any building window signage shall not exceed twenty-five (25) percent of the net glazed front window area per business premises. Rope/LED trim lighting shall not be allowed.
6. Public Nuisance. In accordance with Chapter 11 of the Municipal Code, Public Nuisances are prohibited. Public Nuisances include blighted properties due to an accumulation thereon of junk or other unsightly debris. Enforcement and abatement of public nuisances, including revocation of the Special Use Permit, may take place after three (3) or more nuisance

activities have occurred at a premise on separate days during a one hundred and eighty (180) day period.

7. Marketing Displays. The use of pennants, special lighting, flags, streamers or other signage typically temporary in nature, hanging, floating or attached to a structure or vehicle shall not be permitted.

8. Outdoor Lighting. All outdoor lighting fixtures shall be shielded in such a manner that no light splays from the property boundaries. Full-cut off fixtures and or house side shields must be utilized to minimize light splay. Rope/LED trim lighting is not permitted.

9. Litter. Employees shall inspect the area and the immediate vicinity and pick up litter on a daily basis.

10. Refuse Collection. All refuse to be provided by a commercial hauler. All refuse, recyclables and other waste material shall be screened from by a four-sided board-on-board refuse enclosure provided on site.

11. Pest Control. Exterior pest control shall be maintained at all times and pest control problems shall be addressed immediately.

12. Pagers, Intercoms. The use of outdoor pagers, intercoms, or speakers shall not be permitted on site as surrounding land use consists of residential uses.

13. Noxious Odors, Etc. The use shall not emit foul, offensive, noxious or disagreeable odors, gases, or effluvia into the air. Mechanical systems shall be maintained to efficiently remove noxious odors.

14. Pollution. The use shall not cause any noxious or unwholesome liquid or substance or any dirt, mud, sand, gravel, or stone refuse or other materials to be deposited upon any public right of way or flow into any sanitary sewer, storm sewer, or water supply system, or onto adjacent properties.

15. Deliveries and Refuse Pickup. The property will be required to abide by the City of Greenfield health/public nuisance rules per Chapter 12 of the Municipal Code. Because there is a residential neighborhood adjacent to the site, delivery operations and refuse pick up shall only be permitted during daytime hours. These functions shall not be permitted between the hours of 9:00 p.m. and 7:00 a.m.

16. Expiration of Special Use Permit. Any special use approved by the Common Council shall lapse and become null and void one (1) year from and after that approval if the use has not commenced, construction is not underway, or the owner has not obtained a valid building permit. An extension of these time limitations may be granted without a public hearing by the Common Council by resolution reauthorizing the special use in accordance with the following criteria:

A. The applicant requesting the extension shall complete a planning application available from the Community Development Division and shall submit a \$350.00 special use permit review/amendment fee.

B. A written explanation for the extension of time shall accompany the planning application along with a timeline/schedule for obtaining necessary permits, zoning, state and municipal approvals and a target date for construction start;

C. The request for extension shall be submitted within sixty (60) days of the expiration of the special use permit;

D. The extension, if granted, shall be valid for a period of six (6) months. If no building permit has been issued and construction has not commenced within six (6) months from and after the extension has been granted, the special use shall become null and void.

17. Miscellaneous.

A. Applicants are advised that the foregoing conditions are reasonably necessary to protect the public interest and to secure compliance with the standards and requirements specified in Sec. 21.04.0603 and Sec. 21.08.0103 of the Municipal Code; that the issuance of the special use is expressly subject to compliance with said conditions.

B. The use, as granted herein, is subject to applicants' compliance with all other state and local laws and regulations which may be applicable to the proposed use of the real estate in question.

C. The special use, as granted herein, shall run with the land and benefit and restrict all future owners and occupants of the property, unless the use shall lapse or be terminated and the use will not be altered or extended (including structural alterations and/or additions) without the approval of the Common Council, following public hearing, all as provided in Sec. 21.04.0603 and Sec. 21.08.0103 of the Municipal Code.

18. Lapse. If the applicant does not meet all of the terms and conditions set forth in this grant of a special use within one year of the granting thereof, then the Special Use Permit shall lapse and become null and void and the applicant shall forfeit any right to use the property as conferred by the Special Use Permit. The failure of the applicant to meet the terms and conditions of the Special Use Permit shall subject the permit to being declared void by the Common Council after notice to the applicant and a hearing before the Common Council. Upon a finding by the Common Council on the matter, the applicant and/or any interested person may make comments regarding the matter to the Common Council prior to the Common Council's next regular meeting following the hearing recommendation. Upon the Common Council's finding that the Special Use Permit has lapsed and become void, the applicant shall cease all operations at the property.

19. Termination of Special Use. If the person or entity granted the special use violates, allows or suffers the violation of the ordinances of the City of Greenfield, the State of Wisconsin

or the United States on the premises covered by the special use, then the special use may be terminated.

20. Acknowledgement. That the applicants sign an acknowledgment that he/she/they has/have received these terms and conditions and will abide by them.

The undersigned applicant agrees to the terms and conditions and has agreed that the grant of the Special Use Permit is conditioned on meeting the terms and conditions of this resolution.

Yi Wu, d/b/a Kyoto Group LLC

Provided to applicant on the
_____day of _____, 2023

Community Development Manager

PASSED AND ADOPTED by the Common Council of the City of Greenfield on the _____
day of _____, 2023.

APPROVED:

Michael J. Neitzke, Mayor

ATTEST:

Jennifer Goergen, City Clerk

RESOLUTION NO. _____

Special Use Permit for Nystrom & Associates, a proposed outpatient mental health counseling and psychiatry service facility, to be located at 4131 W. Loomis Rd., Suite 120, submitted by Eric Peterson, d/b/a Nystrom & Associates. (Tax Key No. 600-1001-000)

WHEREAS, Eric Peterson, d/b/a Nystrom & Associates, duly filed with the City Clerk an application for a Special Use Permit, pursuant to Sec. 21.04.0603, Sec. 21.04.0700 and Sec. 21.08.0103 of the Municipal Code, for proposed outpatient mental health counseling and psychiatry service facility, to be located at 4131 W. Loomis Rd.; and,

WHEREAS, after due notice, a public hearing was held by the Common Council on August 15, 2023, at 7:00 p.m. or soon thereafter, in the Common Council Chambers, to consider the application; and,

WHEREAS, the Common Council, having carefully considered the evidence presented at the public hearing and the following pertinent facts noted:

1. The applicant, Eric Peterson, has offices at 1900 Silver Lake Rd. Suite 110, New Brighton, MN 55112.
2. The property is owned by Altera Greenfield, LLC, 5910 N. Central Expressway Suite 1360, Dallas, TX 75206.
3. Nystrom & Associates will occupy approximately 4,600 sq. ft. of the multi-tenant medical building for an outpatient mental health counseling and psychiatry service facility located at 4131 W. Loomis Rd., Greenfield, Milwaukee County, Wisconsin, more particularly described as follows:

Lot 1 of Certified Survey Map No. 7583, being a part of the Southwest $\frac{1}{4}$ of Section 24, Township 6 North, Range 21 East, in the City of Greenfield, Milwaukee County, Wisconsin.

Tax Key No. 600-1001-000

Said land being located at 4131 W. Loomis Rd.

4. The applicant is proposing an outpatient mental health counseling and psychiatry service facility.
5. The aforesaid premise is zoned O – Office and Professional Services District under the Zoning Ordinance of the City of Greenfield, which permits offices of mental health practitioners as a Special Use, pursuant to Sec. 21.04.0603, Sec. 21.04.0700 and Sec. 21.08.0103 of the Municipal Code.

6. The subject property is part of an area along the W. Loomis Rd. commercial corridor. Properties to the north, south, and east are vacant. Properties to the west are developed as commercial.

7. The proposed development should not adversely contribute to traffic volumes or traffic flow in the area.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Greenfield that the application of Eric Peterson, d/b/a Nystrom & Associates, for a proposed outpatient mental health counseling and psychiatry service facility, to be located at 4131 W. Loomis Rd., Suite 120, be, and is hereby granted on the following grounds:

That the establishment, maintenance and operation of the proposed use, with the imposition of certain conditions hereinafter set forth, reasonably satisfies the standards set forth in Sec. 21.04.0603 and Sec. 21.08.0103 of the Municipal Code, so as to permit the issuance of a special use permit as therein provided.

BE IT FURTHER RESOLVED that said Special Use Permit is granted subject to the following conditions:

1. Site and Landscaping Plans. The grant of this Special Use Permit is subject to and conditioned upon the Site Plan and all other applicable conditions approved by the Plan Commission on July 10, 2023 and by the Common Council on August 15, 2023. No alteration or modification of the approved plan shall be permitted without approval by the Common Council.
2. Building Plans and Fire Codes. The grant of this Special Use is subject to building plans being submitted to and approved by the Inspection Services Division and by the Fire Department.
3. Hours of Operation. The allowable hours of operation for Nystrom & Associates will be 8:00am – 6:00pm, Monday - Thursday, and 8:00am – 5:00pm, Fridays.
4. Off-Street Parking. A total of 62 off-street parking stalls are required for Nystrom & Associates. The entire multi-tenant medical building requires a total of 220 off-street parking spaces. The property will provide 210 off-street parking stalls. The Common Council may waive the shortage.
5. Signage. Signage shall be in compliance with the City's Signage Ordinance. Any building window signage shall not exceed twenty-five (25) percent of the net glazed front window area per business premises. Rope/LED trim lighting shall not be allowed.
6. Public Nuisance. In accordance with Chapter 11 of the Municipal Code, Public Nuisances are prohibited. Public Nuisances include blighted properties due to an accumulation thereon of junk or other unsightly debris. Enforcement and abatement of public nuisances, including revocation of the Special Use Permit, may take place after three (3) or more nuisance

activities have occurred at a premise on separate days during a one hundred and eighty (180) day period.

7. Marketing Displays. The use of pennants, special lighting, flags, streamers or other signage typically temporary in nature, hanging, floating or attached to a structure or vehicle shall not be permitted.

8. Outdoor Lighting. All outdoor lighting fixtures shall be shielded in such a manner that no light splays from the property boundaries. Full-cut off fixtures and or house side shields must be utilized to minimize light splay. Rope/LED trim lighting is not permitted.

9. Litter. Employees shall inspect the area and the immediate vicinity and pick up litter on a daily basis.

10. Refuse Collection. All refuse to be provided by a commercial hauler. All refuse, recyclables and other waste material shall be screened from by a four-sided board-on-board refuse enclosure provided on site.

11. Pest Control. Exterior pest control shall be maintained at all times and pest control problems shall be addressed immediately.

12. Pagers, Intercoms. The use of outdoor pagers, intercoms, or speakers shall not be permitted on site as surrounding land use consists of residential uses.

13. Noxious Odors, Etc. The use shall not emit foul, offensive, noxious or disagreeable odors, gases, or effluvia into the air. Mechanical systems shall be maintained to efficiently remove noxious odors.

14. Pollution. The use shall not cause any noxious or unwholesome liquid or substance or any dirt, mud, sand, gravel, or stone refuse or other materials to be deposited upon any public right of way or flow into any sanitary sewer, storm sewer, or water supply system, or onto adjacent properties.

15. Deliveries and Refuse Pickup. The property will be required to abide by the City of Greenfield health/public nuisance rules per Chapter 12 of the Municipal Code. Because there is a residential neighborhood adjacent to the site, delivery operations and refuse pick up shall only be permitted during daytime hours. These functions shall not be permitted between the hours of 9:00 p.m. and 7:00 a.m.

16. Expiration of Special Use Permit. Any special use approved by the Common Council shall lapse and become null and void one (1) year from and after that approval if the use has not commenced, construction is not underway, or the owner has not obtained a valid building permit. An extension of these time limitations may be granted without a public hearing by the Common Council by resolution reauthorizing the special use in accordance with the following criteria:

A. The applicant requesting the extension shall complete a planning application available from the Community Development Division and shall submit a \$350.00 special use permit review/amendment fee.

B. A written explanation for the extension of time shall accompany the planning application along with a timeline/schedule for obtaining necessary permits, zoning, state and municipal approvals and a target date for construction start;

C. The request for extension shall be submitted within sixty (60) days of the expiration of the special use permit;

D. The extension, if granted, shall be valid for a period of six (6) months. If no building permit has been issued and construction has not commenced within six (6) months from and after the extension has been granted, the special use shall become null and void.

17. Miscellaneous.

A. Applicants are advised that the foregoing conditions are reasonably necessary to protect the public interest and to secure compliance with the standards and requirements specified in Sec. 21.04.0603 and Sec. 21.08.0103 of the Municipal Code; that the issuance of the special use is expressly subject to compliance with said conditions.

B. The use, as granted herein, is subject to applicants' compliance with all other state and local laws and regulations which may be applicable to the proposed use of the real estate in question.

C. The special use, as granted herein, shall run with the land and benefit and restrict all future owners and occupants of the property, unless the use shall lapse or be terminated and the use will not be altered or extended (including structural alterations and/or additions) without the approval of the Common Council, following public hearing, all as provided in Sec. 21.04.0603 and Sec. 21.08.0103 of the Municipal Code.

18. Lapse. If the applicant does not meet all of the terms and conditions set forth in this grant of a special use within one year of the granting thereof, then the Special Use Permit shall lapse and become null and void and the applicant shall forfeit any right to use the property as conferred by the Special Use Permit. The failure of the applicant to meet the terms and conditions of the Special Use Permit shall subject the permit to being declared void by the Common Council after notice to the applicant and a hearing before the Common Council. Upon a finding by the Common Council on the matter, the applicant and/or any interested person may make comments regarding the matter to the Common Council prior to the Common Council's next regular meeting following the hearing recommendation. Upon the Common Council's finding that the Special Use Permit has lapsed and become void, the applicant shall cease all operations at the property.

19. Termination of Special Use. If the person or entity granted the special use violates, allows or suffers the violation of the ordinances of the City of Greenfield, the State of Wisconsin

or the United States on the premises covered by the special use, then the special use may be terminated.

20. Acknowledgement. That the applicants sign an acknowledgment that he/she/they has/have received these terms and conditions and will abide by them.

The undersigned applicant agrees to the terms and conditions and has agreed that the grant of the Special Use Permit is conditioned on meeting the terms and conditions of this resolution.

Eric Peterson, d/b/a Nystrom & Associates

Provided to applicant on the
_____ day of _____, 2023

Community Development Manager

PASSED AND ADOPTED by the Common Council of the City of Greenfield on the _____ day of _____, 2023.

APPROVED:

Michael J. Neitzke, Mayor

ATTEST:

Jennifer Goergen, City Clerk

CITY OF GREENFIELD
OPERATOR LICENSE APPLICANTS

08/11/2023

OPERATOR'S REGULAR

<u>NAME</u>	<u>ADDRESS</u>	<u>CITY, STATE, ZIP</u>
Aurora Carolina Nuno Becerra	1248 S 36th ST	Milwaukee, WI 53215
Bindiya Gajjar	6609 Manchester DR	Greendale, WI 53129
Brittany Ann Fowler	2442 S 77th ST	West Allis, WI 53219
Brittany Lea Katzung	2834 Lincolnshire CT	Waukesha, WI 53188
Chelsey Marie Ahnert	1420 E Warnimont AVE #17	Milwaukee, WI 53207
Dominique Josephine Tarpley	9541 W Oklahoma AVE #203	Milwaukee, WI 53227
Erick Dionicio Godoy-Perez	2823 S 12th ST	Milwaukee, WI 53215
Gadiel Asael Guzman	1248 S 36th ST	Milwaukee, WI 53215
Hannah Lynn Dziadosz	4035 S 65th ST 7	Greenfield, WI 53220
Jamie Elyse Coyne	3724 E Holmes AVE	Cudahy, WI 53110
Jeffrey Thomas Linehan	2176 S 95th ST Apt 4	West Allis, WI 53227
John Ryan Gondek III	4221 S 6th ST #d54	Milwaukee, WI 53221
Kristine Ann Velasquez	2908 S 38th ST	Milwaukee, WI 53215
Matthew Charles Proite	3660 S Rivershire Dr 6	Greenfield, WI 53228
Melissa Marie Martin	7883 S Scepter DR 2	Franklin, WI 53132
Randip Pal Singh	7167 S Karrington DR	Franklin, WI 53132
Ricardo Elias Ramirez	1901 Creekside PL	West Bend, WI 53095
Russell William Offutt	56 Meadow DR Apt 2212	Fond Du Lac, WI 54937
Sandra Elizabeth Kolb	2510 N 84th ST	Milwaukee, WI 53226
Stacey Ann Litscher	7160 N Tichigan RD	Waterford, WI 53185

CITY OF GREENFIELD
7325 West Forest Home Avenue
Greenfield, Wisconsin 53220

08/11/2023

1/1

ENTERTAINMENT

<u>LEGAL NAME</u>	<u>BUSINESS NAME</u>	<u>AGENT</u>	<u>BUSINESS ADDRESS</u>
Hot Gates LLC	Sky Zone Greenfield	Gregory Schmatz, Manager	4940 S 76th ST

Premise Description:

INDOOR: TAMPOLES, PLAYGROUNDS, ZIP LINES AND OBSTACLE COURSES; OUTDOOR: NONE LOCATED AT 4940 S 76TH ST

Grand Total Licenses: **1**

CITY OF GREENFIELD
7325 West Forest Home Avenue
Greenfield, Wisconsin 53220

08/11/2023

1/1

CLASS A LIQUOR COMBO

<u>LEGAL NAME</u>	<u>BUSINESS NAME</u>	<u>AGENT</u>	<u>BUSINESS ADDRESS</u>
Randip Inc	Wine & Liquor	Jasbeer Kaur, Agent	4955 S 27th ST

Premise Description:

FIRST FLOOR AND BASEMENT STORAGE LOCATED AT 4955 S 27TH ST

Grand Total Licenses: 1



Committee: Common Council

Item Number:

Introduced By: Kristi Porter, Community Development Manager

Date Introduced: August 15, 2023

RELATING TO:

Outdoor Special Event application for the House of Harley Labor Day Weekend event, to be located at 6221 W. Layton Ave., August 31 – September 4, 2023.

SUMMARY:

Application includes the following combination of licenses/permits: OSE, Temporary Class “B” Retailer’s License (beer), Food, and Commercial Building/Electrical/Plumbing.

All various dept. review/approval has occurred.

<u>Event Date</u>	<u>Start Time</u>	<u>Beer Finish</u>	<u>End Time & Breakdown</u>
Thursday, August 31	10:00 a.m.	7:00 p.m.	7:00 p.m.
Friday, September 1	10:00 a.m.	9:00 p.m.	9:00 p.m.
Saturday, September 2	10:00 a.m.	9:00 p.m.	9:00 p.m.
Sunday, September 3	10:00 a.m.	6:00 p.m.	6:00 p.m.
Monday, September 4	11:00 a.m.	5:00 p.m.	5:00 p.m.

Set-up: Daily 8:00 a.m.

Live music 11:00 a.m. - 9:00 p.m. 9/1 – 9/2

11:00 a.m. – 6:00 p.m. 9/3

11:00 a.m. – 5:00 p.m. 9/4

Alcohol sales 10:00 a.m. – 7:00 p.m. 8/31

10:00 a.m. – 9:00 p.m. 9/1 – 9/2

10:00 a.m. – 6:00 p.m. 9/3

11:00 a.m. – 5:00 p.m. 9/4

Event held on House of Harley premises.

Recommendation: Approve the Outdoor Special Event application for the House of Harley Labor Day Weekend event, to be located at 6221 W. Layton Ave., August 31, 2023 – September 4, 2023 and all applicable licenses/permits.

ATTACHMENTS: KEY ISSUES ____ BACKGROUND ____ RESOLUTION ____ FISCAL NOTE ____
MOTION ____ OTHER ____



Committee: Common Council

Item Number:

Introduced By: Kristi Porter, Community Development Manager

Date Introduced: August 15, 2023

RELATING TO:

Outdoor Special Event application for the House of Harley Fisher House Charity Ride event, to be located at 6221 W. Layton Ave., September 9, 2023.

SUMMARY:

Application includes the following combination of licenses/permits: OSE, Temporary Class "B" Retailer's License (beer), Food, and Commercial Building/Electrical/Plumbing.

All various dept. review/approval has occurred.

<u>Event Date</u>	<u>Start Time</u>	<u>Beer Finish</u>	<u>End Time</u>
Saturday, September 9	10:00 a.m.	4:00 p.m.	4:00 p.m.

Set-up: Saturday, 9/9, 8:00 a.m.

Breakdown: Saturday, 9/9, 4:00 p.m.

Live music 10:00 a.m. - 4:00 p.m. Alcohol sales 10:00 a.m. – 4:00 p.m. Event held on House of Harley premises.

Recommendation: Approve the Outdoor Special Event application for the House of Harley Fisher House Charity Ride event, to be located at 6221 W. Layton Ave., September 9, 2023 and all applicable licenses/permits.

ATTACHMENTS: KEY ISSUES ___ BACKGROUND ___ RESOLUTION ___ FISCAL NOTE ___
MOTION ___ OTHER ___



Committee: Common Council

Item Number:

Introduced By: Kristi Porter, Community Development Manager

Date Introduced: August 15, 2023

RELATING TO:

Outdoor Special Event application for the House of Harley Pet Fest for MADACC & K9 Units event, to be located at 6221 W. Layton Ave., October 14, 2023.

SUMMARY:

Application includes the following combination of licenses/permits: OSE, Temporary Class "B" Retailer's License (beer), Food, and Commercial Building/Electrical/Plumbing.

All various dept. review/approval has occurred.

<u>Event Date</u>	<u>Start Time</u>	<u>Beer Finish</u>	<u>End Time</u>
Saturday, October 14	10:00 a.m.	4:00 p.m.	4:00 p.m.

Set-up: Saturday, 10/14, 8:00 a.m.

Breakdown: Saturday, 10/14, 4:00 p.m.

Live music 10:00 a.m. - 4:00 p.m. Alcohol sales 10:00 a.m. – 4:00 p.m. Event held on House of Harley premises.

Recommendation: Approve the Outdoor Special Event application for the House of Harley Pet Fest for MADACC & K9 Units event, to be located at 6221 W. Layton Ave., October 14, 2023 and all applicable licenses/permits.

ATTACHMENTS: KEY ISSUES ___ BACKGROUND ___ RESOLUTION ___ FISCAL NOTE ___
MOTION ___ OTHER ___



Committee: Finance & Human Resources
Introduced By: Konieczka Fire Department

Item Number:
Date Introduced: 8/9/23

RELATING TO: Discussion and decision to revise 2023 Fire Department Organizational Chart

SUMMARY:

Revision of Fire Department Organizational Chart to reclassify Battalion Chief of Community Risk Reduction to Assistant Chief of Community Risk Reduction/Support. Code enforcement position moved from full time to part time position.

The proposed organizational chart has slight reorganization. Instead of one Assistant Chief and two (40 hour) Battalion Chiefs, the proposed goes to two Assistant Chiefs and one (40 hour) Battalion Chief. Code enforcement is moved from a full time position to a part time position.

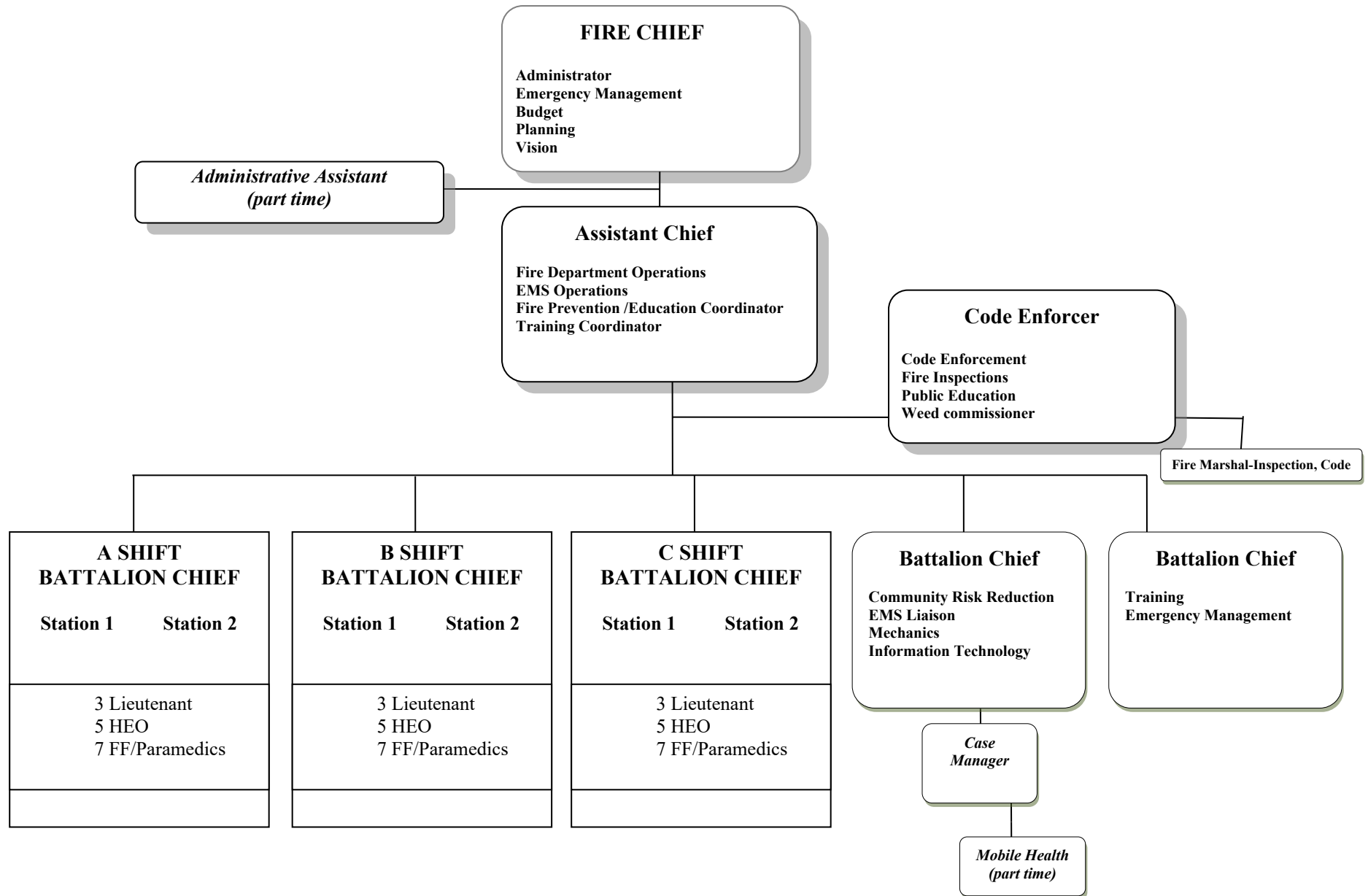
There is no 2023 budget impact as previous Chief and AC were at top pay and new AC position would start at mid step. Chief position is also making less than the previous chief. The change from full-time to part-time Code Enforcer also has a cost savings with salary and benefits.

This structure aligns with Oak Creek and Franklin as well as North Shore, Wauwatosa and West Allis.

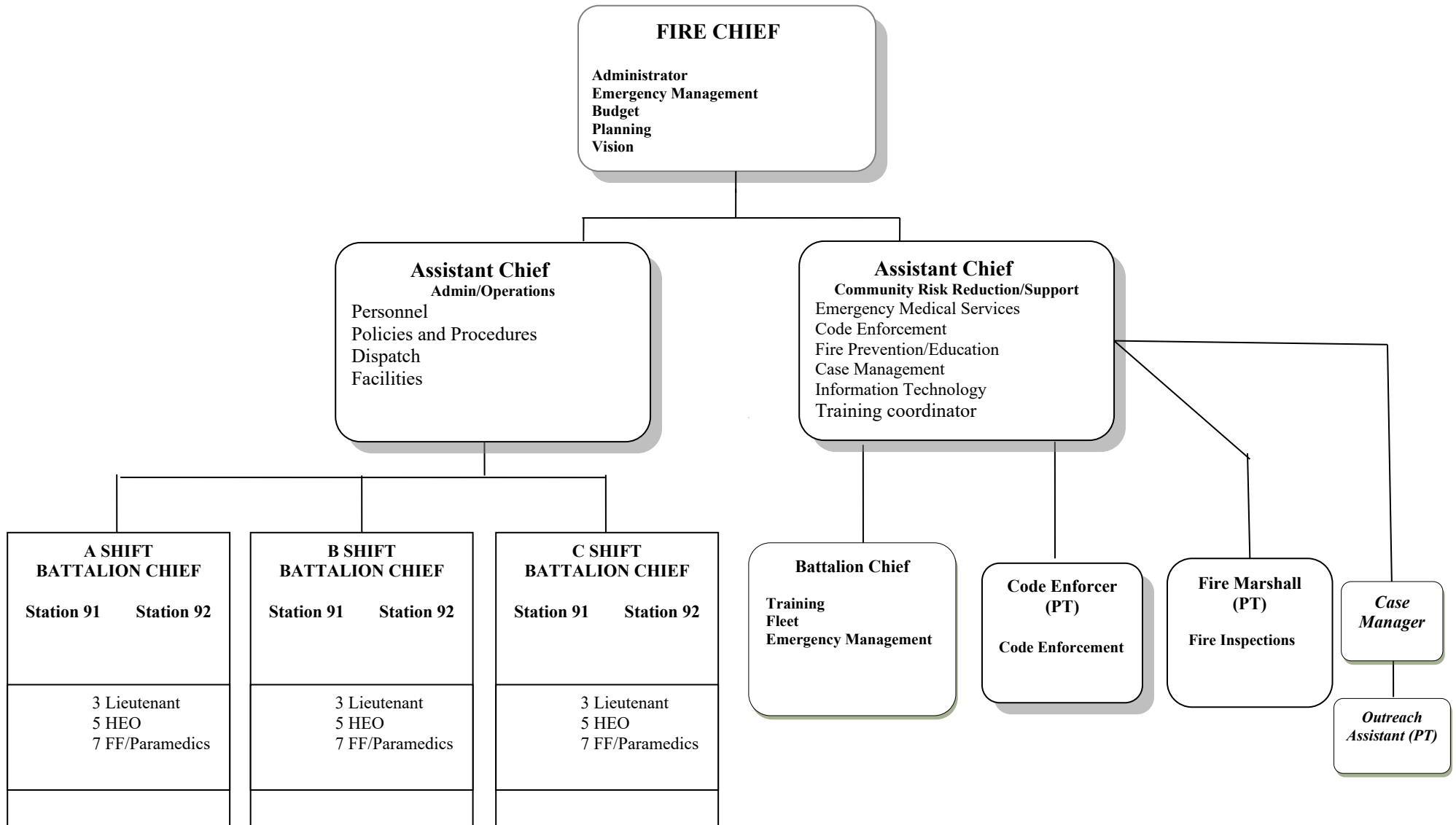
Unfortunately, this has become increasingly necessary as personnel issues have increased and the flatness of our organization is not conducive to investigations and handling of such matters. Many of these issues are time sensitive and time consuming as well. Additionally, code enforcement has been reduced to a part time position and needs additional supervision. There is a high volume of complaints and difficult interactions that code enforcement is a part of that needs the time and appropriate supervision.

Updating the BC job description to remove Community Risk Reduction.

GREENFIELD FIRE – RESCUE 2022



GREENFIELD FIRE – RESCUE FALL OF 2023





Committee: Finance & Human Resources
Introduced By: Konieczka Fire Department

Item Number:
Date Introduced: 8/9/23

RELATING TO: Discussion and decision to revise Assistant Fire Chief job description, recruit and hire

SUMMARY:

Revision of Fire Department Organizational Chart to reclassify Battalion Chief of Community Risk Reduction to Assistant Chief of Community Risk Reduction/Support. Code enforcement position moved from full time to part time position.

The proposed organizational chart has slight reorganization. Instead of one Assistant Chief and two (40 hour) Battalion Chiefs, the proposed goes to two Assistant Chiefs and one (40 hour) Battalion Chief. Code enforcement is moved from a full time position to a part time position.

There is no 2023 budget impact as previous Chief and AC were at top pay and new AC position would start at mid step. Chief position is also making less than the previous chief. The change from full-time to part-time Code Enforcer also has a cost savings with salary and benefits.

This structure aligns with Oak Creek and Franklin as well as North Shore, Wauwatosa and West Allis.

Unfortunately, this has become increasingly necessary as personnel issues have increased and the flatness of our organization is not conducive to investigations and handling of such matters. Many of these issues are time sensitive and time consuming as well. Additionally, code enforcement has been reduced to a part time position and needs additional supervision. There is a high volume of complaints and difficult interactions that code enforcement is a part of that needs the time and appropriate supervision.

Updating the BC job description to remove Community Risk Reduction.



ASSISTANT FIRE CHIEF

Classification

Exempt

Department/Division

Fire

Reports to

Fire Chief

Summary/Objective

Works in close conjunction with the Fire Chief. The Assistant Fire Chief of Operations is responsible for administration, supervision, and management of Fire Department. The Assistant Chief of Community Risk Reduction and Support is responsible for emergency medical services, code enforcement, fire prevention and education, and case management. The Assistant Fire Chief role is essential to organizational success.

Commented [TK1]: Revision

Essential Functions

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed within are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disability to perform essential functions.

- Performs duties serving as a confidential staff advisor to the Fire Chief in researching, recommending, crafting, implementing and enforcing policies, directives and procedures.
- In the absence of the Fire Chief or as assigned, acts as Fire Chief.
- Implements department goals and objectives through a comprehensive administration program and coordinates all department operations, inspections and training under the general direction of the Fire Chief.
- Coordinates reviews of new building designs to ensure adequate building construction to include fire walls, fire compartmentation, fire alarm systems, site plans and traffic flow.
- Evaluates and coordinates construction sites to ensure access to hydrants, exposures, and maintenance. Ensures maintenance of communication with builders until occupancy approval.
- Coordinates approval of all sprinkler plans, alarm systems and automatic hood protection to ensure compliance with ordinances.
- Assists in development of standards for fire safety codes in the community, training, inspection and pre-fire planning.
- Assists in the preparation of the budget, payroll records, inventory supplies, purchase orders and purchasing for the department.

- Coordinates occupancy inspections, prepares paperwork and coordinates with the Inspection Department on special hazards that should be noted on pre-fire plans.
- Coordinates, researches and prepares reports, special projects, Suggested Operating Guidelines, and record keeping.
- Assists in making recommendations for hiring, discipline, transfers or promotions.
- Cooperates with surrounding communities and responds to employee complaints or complaints from public.
- Acts as command officer at emergencies, hazardous material incidents and disasters. Ensures the investigation of all fire causes and losses at fire scenes.
- Provides oversight and direction to Emergency Medical Services (EMS).
- Ensures Quality Assurance of all EMS reports, billing, and complaints
- Oversees the Fire Inspection, Prevention and Community Risk Reduction Bureau.
- Maintains relations with County Wide, regional and state Fire & EMS agencies.
- Develop and assist with departmental promotions.
- Assist with new candidate hiring with the Police & Fire Commission. Also, assists in background investigation and medical/psych evaluations.
- Attend Council, Finance, Police & Fire Commission and other meetings as required.
- Assists with fire department contract negotiations.
- Assists and investigates the resolution of union grievances & concerns.
- Investigate and resolve internal and external complaints.
- Assists in the coordination of the fire department's Knox Box Program.
- Reviews payroll and other records.
- Assists in grant and alternative funding applications.
- Establishes and maintains the highest level of customer service by providing a positive working relationship with all stakeholders.
- Accomplish such other duties as may be assigned from time to time.

Competencies

- Communication Proficiency
- Thoroughness
- Detail Orientated
- Technical Capacity
- Problem Solving/Analysis
- Organization Skills
- Presentation Skills
- Time Management Skills
- Collaboration Skills
- Customer Relations Focus
- Math Skills

Language and Reasoning Abilities

Knowledge, Skills and Abilities

- Proficient management, budget and personnel skills in fire department administration.

- ~~Effective communication, oral and written, with supervisors, peer and public.~~
- ~~Understanding and following work rules, and Suggested Operating Guidelines.~~
- ~~Read, write, add and subtract.~~
- ~~Knowledge of national, state and local laws and fire/safety codes.~~
- ~~Organize, direct and coordinate written and oral reports.~~
- ~~Skilled in report writing, use of computer, and computer and other pertinent technology~~
- ~~Knowledge of fire protection, water supply, building construction, direct fire and rescue operations, disaster control, and extinguishment of combustible and flammable materials.~~
- ~~Knowledge of Incident Command System, EMT, firefighting, fire inspection and public relations.~~

Commented [TK2]:

Knowledge, Skills and Abilities:

- Knowledge, understanding, following, adherence and enforcement of work rules, Policies, Procedures, Code of Conduct and Standard Operating Guidelines. Knowledge of national, state, local laws and fire/safety codes, including but not limited to, the National Fire Protection Association and National Life Safety Code standards.
- Knowledge of fire suppression techniques, emergency first aid, natural and man-made disasters, fire control and extinguishment, and combustible and flammable materials. Considerable knowledge of training techniques.
- Extensive knowledge of City geography including streets, fire hydrant locations and pre-fire and contingency plans.
- Thorough knowledge of and ability to ensure, enforce and follow occupational hazards and standard safety precautions, policies and procedures necessary in the work, including but not limited to, DHS 110, SPS 330 and applicable NFPA safety standards.
- Knowledge of legislative, legal, administrative, and fiscal processes of City government.
- Working knowledge of driver, fire, rescue, and emergency medical services safety.
- Knowledge of policies and procedures of City administration. A Full knowledge of the City's Emergency Operations Plan (EOP) and local, county, state, and federal procedures regarding disaster response.
- Assigned Emergency Management duties and position for the City as required.
- Knowledge of procedures and communication in Shared Services agreement, Mutual Aid Box Alarm System (MABAS) and the State Mutual Aid Plan.
- Knowledge of the National Incident Management System (NIMS) and the National Response Plan (NRP).

Skills and Abilities:

- Considerable ability to plan, organize, manage and administer activities requiring coordination with others.
- Ability to work and communicate effectively, both verbally and in writing, with supervisors, peers, employees, other agencies and the public.
- Ability to accept responsibility, to make decisions, to delegate responsibility and to motivate people toward a coordinated effort.
- Ability to establish and maintain effective interpersonal relationships with employees, other divisions and the public.
- Ability to research and obtain pertinent information through various resources including state statutes and administrative regulations.
- Ability to read and understand codes and ordinances.
- Ability to work independently with only occasional review of work performance or records.

- Ability to use personal computer equipment, software and applications to access, retrieves, or input information.
- Ability to operate and skilled in medical, fire suppression and other types of emergency equipment and vehicle operation.
- Ability to apply training to others to learn standard firefighting, emergency aid, hazardous materials, and fire prevention techniques.
- Ability to perform strenuous or peak physical effort during emergency, training or station maintenance activities for prolonged periods of time under conditions of extreme heights, intense heat, cold or smoke.
- Ability to act effectively in emergency and stressful situations.
- Ability to deal with difficult working conditions including; high places, confined spaces, hazardous areas and all types of weather.
- Ability to understand, speak, and write the English language fluently and use proper grammar, punctuation and spelling.
- Ability to prepare, organize, direct, coordinate and maintain written and oral office data, reports and systems.
- Ability to perform required mathematical computations.
- Skilled in report writing, driving of emergency vehicles, and use of communication and work methods included but not limited to; computer, typewriter, telephone, two-way radio, copy machine, fax machine, calculator and adding machine.
- Knowledge of fire protection systems, water supply, building construction, direct fire and rescue operations, disaster control, and extinguishment of combustible and flammable materials.
- Skills in community risk reduction, training, firefighting, EMS, fire inspection, fire scene command and public relations.

Supervisory Responsibilities

Works under the general supervision of the Fire Chief. Works in cooperation with the Chief to achieve Department goals and objectives.

In the absence of the Fire Chief~~Assistant~~, the Assistant Chief will assume the role, responsibility, and authority of the Fire Chief.

Position Type and Expected Hours of Work

This is a full-time exempt position. Ability to be accessible by cell phone and/or to respond to emergencies outside of regular office hours, including, but not limited to nights, weekends, holidays, etc.

Travel

This position requires minimal travel. Travel to conferences, seminars, training, etc. is encouraged, as budgeted. Deployment through mutual aid if necessary.

Required Education/Training and Experience

Minimum of an Associate Degree in Fire Science, Business or related field. Minimum of 5 years of experience with a career fire department.

Preferred Education/Training and Experience

Bachelor's Degree in Fire Science, Business or related field. Minimum of 5 years of experience with a career fire department. Preferred certifications at time of appointment:

- Wisconsin Fire Officer I
- Wisconsin Fire Instructor I
- Wisconsin Fire Inspector I
- Wisconsin Emergency Medical Technician – Basic (EMT-B) or Paramedic (EMT-P)
- Wisconsin Firefighter II Certification
- Wisconsin Fire Apparatus Drivers/Operator completion, certification
- National incident management System (NIMS): IS 100, 200, 700, and 800; ICS 300 and 400

A continuing education plan will be created for any deficiencies. Failure to maintain required certifications and licenses, or failure to obtain requirements within the time limits is cause for suspension, demotion, or termination.

The City of Greenfield reserves the right to utilize equivalencies where deemed appropriate with regard to education and experience requirements and may consider combinations of education and experience likely to lead to success with essential duties and responsibilities.

Other Qualifications

Possession and maintenance of a valid Wisconsin Motor Vehicle operator's license required.

~~Recommended certifications at time of appointment. A continuing education plan will be created for any deficiencies:~~

- ~~• Wisconsin Fire Officer I~~
- ~~• Wisconsin Fire Instructor I~~
- ~~• Wisconsin Fire Inspector I~~
- ~~• Wisconsin Emergency Medical Technician – Basic (EMT-B) or Paramedic (EMT-P)~~
- ~~• Wisconsin Firefighter II Certification~~
- ~~• Wisconsin Fire Apparatus Drivers/Operator completion, certification~~
- ~~• National incident management System (NIMS): IS 100, 200, 700, and 800; ICS 300 and 400.~~

~~Failure to maintain required certifications and licenses, or failure to obtain requirements within the time limits is cause for suspension, demotion, or termination.~~

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Possess the physical capacity to perform the duties of the position including, but not limited to, the following: standing, walking, sitting, stooping, kneeling, crouching, crawling, running, grappling, climbing, balancing, bending/twisting, reaching, feeling, talking and hearing. Must be able to lift, carry, push/pull 100 lbs. or more. Must be able to handling and grasp fire hose, ladders, performing CPR, utilizing patient lifting devices, etc. Must be able to meet the medical standards established by N.F.P.A. 1582 and the medical testing facility. Must be able to wear self-contained and other types of breathing apparatus while performing firefighting and EMS duties.

- ~~• 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, grasping and fingering.~~

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

- Workplace environment that may be confined.
- Exposure to extreme cold and normal, or hot and normal temperature changes.
- Contact with water or liquids.
- Exposure to loud noise 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.

Equipment Used

be able to, SCBA, g when needed per policy and guidelines.

- Typewriter, calculator, copy machine, computer terminal, fax machine, and two-way radio.
- Camera, drafting equipment, and measuring devices.
- Car, fire engine, ladder truck, ambulance, Survive Alive House.
- First aid equipment, oxygen, general medical equipment, and patient lifting devices.
- Breathing apparatus, steel tip boots, hearing and eye protection, and fire protective clothing.

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Commented [TK4]:

- Fire apparatus, fire pumps, hoses, and other standard firefighting equipment, ladders, first aid equipment, radio, pager, personal computer, phone, camera, drafting equipment, measuring devices, power tools, hand tools, chain saws, shovels, brooms, ladders, air tools, exhaust fans, and generators.

- Must be able to operate passenger vehicles, fire apparatus and ambulance.

- Must be able to use EMS equipment based on level of licensure.

- Hearing and eye protection, firefighting turnout clothing, hazardous materials protective clothing, and self-contained breathing apparatus.

Pre-Employment Requirements

Applicants will be required to submit to a pre-employment medical examination consistent with the requirements of the position, after an offer of employment and prior to appointment. This medical examination is designed to reveal any medical condition that might put the Assistant Chief at increased

~~risk to self or others as a result of certain exposures or activities and to exhibit freedom from any physical, emotional or mental condition which adversely affects the performance of duties as a firefighter in the essential functions of employment, with reasonable accommodation. Applicants may be fingerprinted and a record check made of local, state or federal authorities. A conviction is not an automatic bar to employment.~~

~~Applicants will be required to submit to a pre-employment physical exam and drug screening.~~

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

Salary and Benefits

Wages and benefits are determined by the existing non-represented resolution.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

AAP/EEO Statement

It is the policy of the City of Greenfield not to discriminate unlawfully against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, disability, national origin, creed, marital status, citizenship status, veteran status, membership in the military or national guard, use of a lawful product while off duty, ancestry, sexual orientation, arrest, or conviction record or any other characteristic protected by state or federal law. This policy shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or other compensation; and selection for training, including apprenticeship. This City further agrees to take affirmative action to ensure equal employment opportunities.



ASSISTANT FIRE CHIEF

Classification

Exempt

Department/Division

Fire

Reports to

Fire Chief

Summary/Objective

Works in close conjunction with the Fire Chief. The Assistant Fire Chief of Operations is responsible for administration, supervision, and management of Fire Department. The Assistant Chief of Community Risk Reduction and Support is responsible for emergency medical services, code enforcement, fire prevention and education, and case management. The Assistant Fire Chief role is essential to organizational success.

Essential Functions

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed within are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disability to perform essential functions.

- Performs duties serving as a confidential staff advisor to the Fire Chief in researching, recommending, crafting, implementing and enforcing policies, directives and procedures.
- In the absence of the Fire Chief or as assigned, acts as Fire Chief.
- Implements department goals and objectives through a comprehensive administration program and coordinates all department operations, inspections and training under the general direction of the Fire Chief.
- Coordinates reviews of new building designs to ensure adequate building construction to include fire walls, fire compartmentation, fire alarm systems, site plans and traffic flow.
- Evaluates and coordinates construction sites to ensure access to hydrants, exposures, and maintenance. Ensures maintenance of communication with builders until occupancy approval.
- Coordinates approval of all sprinkler plans, alarm systems and automatic hood protection to ensure compliance with ordinances.
- Assists in development of standards for fire safety codes in the community, training, inspection and pre-fire planning.
- Assists in the preparation of the budget, payroll records, inventory supplies, purchase orders and purchasing for the department.

- Coordinates occupancy inspections, prepares paperwork and coordinates with the Inspection Department on special hazards that should be noted on pre-fire plans.
- Coordinates, researches and prepares reports, special projects, Suggested Operating Guidelines, and record keeping.
- Assists in making recommendations for hiring, discipline, transfers or promotions.
- Cooperates with surrounding communities and responds to employee complaints or complaints from public.
- Acts as command officer at emergencies, hazardous material incidents and disasters. Ensures the investigation of all fire causes and losses at fire scenes.
- Provides oversight and direction to Emergency Medical Services (EMS).
- Ensures Quality Assurance of all EMS reports, billing, and complaints
- Oversees the Fire Inspection, Prevention and Community Risk Reduction Bureau.
- Maintains relations with County Wide, regional and state Fire & EMS agencies.
- Develop and assist with departmental promotions.
- Assist with new candidate hiring with the Police & Fire Commission. Also, assists in background investigation and medical/psych evaluations.
- Attend Council, Finance, Police & Fire Commission and other meetings as required.
- Assists with fire department contract negotiations.
- Assists and investigates the resolution of union grievances & concerns.
- Investigate and resolve internal and external complaints.
- Assists in the coordination of the fire department's Knox Box Program.
- Reviews payroll and other records.
- Assists in grant and alternative funding applications.
- Establishes and maintains the highest level of customer service by providing a positive working relationship with all stakeholders.
- Accomplish such other duties as may be assigned from time to time.

Competencies

- Communication Proficiency
- Thoroughness
- Detail Orientated
- Technical Capacity
- Problem Solving/Analysis
- Organization Skills
- Presentation Skills
- Time Management Skills
- Collaboration Skills
- Customer Relations Focus
- Math Skills

Knowledge, Skills and Abilities:

- Knowledge, understanding, following, adherence and enforcement of work rules, Policies, Procedures, Code of Conduct and Standard Operating Guidelines. Knowledge of national, state, local laws and fire/safety codes, including but not limited to, the National Fire Protection Association and National Life Safety Code standards.
- Knowledge of fire suppression techniques, emergency first aid, natural and man-made disasters,

fire control and extinguishment, and combustible and flammable materials. Considerable knowledge of training techniques.

- Extensive knowledge of City geography including streets, fire hydrant locations and pre-fire and contingency plans.
- Thorough knowledge of and ability to ensure, enforce and follow occupational hazards and standard safety precautions, policies and procedures necessary in the work, including but not limited to, DHS 110, SPS 330 and applicable NFPA safety standards.
- Knowledge of legislative, legal, administrative, and fiscal processes of City government.
- Working knowledge of driver, fire, rescue, and emergency medical services safety.
- Knowledge of policies and procedures of City administration. A Full knowledge of the City's Emergency Operations Plan (EOP) and local, county, state, and federal procedures regarding disaster response.
- Assigned Emergency Management duties and position for the City as required.
- Knowledge of procedures and communication in Shared Services agreement, Mutual Aid Box Alarm System (MABAS) and the State Mutual Aid Plan.
- Knowledge of the National Incident Management System (NIMS) and the National Response Plan (NRP).

Skills and Abilities:

- Considerable ability to plan, organize, manage and administer activities requiring coordination with others.
- Ability to work and communicate effectively, both verbally and in writing, with supervisors, peers, employees, other agencies and the public.
- Ability to accept responsibility, to make decisions, to delegate responsibility and to motivate people toward a coordinated effort.
- Ability to establish and maintain effective interpersonal relationships with employees, other divisions and the public.
- Ability to research and obtain pertinent information through various resources including state statutes and administrative regulations.
- Ability to read and understand codes and ordinances.
- Ability to work independently with only occasional review of work performance or records.
- Ability to use personal computer equipment, software and applications to access, retrieves, or input information.
- Ability to operate and skilled in medical, fire suppression and other types of emergency equipment and vehicle operation.
- Ability to apply training to others to learn standard firefighting, emergency aid, hazardous materials, and fire prevention techniques.
- Ability to perform strenuous or peak physical effort during emergency, training or station maintenance activities for prolonged periods of time under conditions of extreme heights, intense heat, cold or smoke.
- Ability to act effectively in emergency and stressful situations.
- Ability to deal with difficult working conditions including; high places, confined spaces, hazardous areas and all types of weather.
- Ability to understand, speak, and write the English language fluently and use proper grammar, punctuation and spelling.
- Ability to prepare, organize, direct, coordinate and maintain written and oral office data, reports and systems.

- Ability to perform required mathematical computations.
- Skilled in report writing, driving of emergency vehicles, and use of communication and work methods included but not limited to; computer, typewriter, telephone, two-way radio, copy machine, fax machine, calculator and adding machine.
- Knowledge of fire protection systems, water supply, building construction, direct fire and rescue operations, disaster control, and extinguishment of combustible and flammable materials.
- Skills in community risk reduction, training, firefighting, EMS, fire inspection, fire scene command and public relations.

Supervisory Responsibilities

Works under the general supervision of the Fire Chief. Works in cooperation with the Chief to achieve Department goals and objectives.

In the absence of the Fire Chief, the Assistant Chief will assume the role, responsibility, and authority of the Fire Chief.

Position Type and Expected Hours of Work

This is a full-time exempt position. Ability to be accessible by cell phone and/or to respond to emergencies outside of regular office hours, including, but not limited to nights, weekends, holidays, etc.

Travel

This position requires minimal travel. Travel to conferences, seminars, training, etc. is encouraged, as budgeted. Deployment through mutual aid if necessary.

Required Education/Training and Experience

Minimum of an Associate Degree in Fire Science, Business or related field. Minimum of 5 years of experience with a career fire department.

Preferred Education/Training and Experience

Bachelor's Degree in Fire Science, Business or related field. Minimum of 5 years of experience with a career fire department. Preferred certifications at time of appointment:

- Wisconsin Fire Officer I
- Wisconsin Fire Instructor I
- Wisconsin Fire Inspector I
- Wisconsin Emergency Medical Technician – Basic (EMT-B) or Paramedic (EMT-P)
- Wisconsin Firefighter II Certification
- Wisconsin Fire Apparatus Drivers/Operator completion, certification
- National incident management System (NIMS): IS 100, 200, 700, and 800; ICS 300 and 400

A continuing education plan will be created for any deficiencies. Failure to maintain required certifications and licenses, or failure to obtain requirements within the time limits is cause for suspension, demotion, or termination.

The City of Greenfield reserves the right to utilize equivalencies where deemed appropriate with regard to education and experience requirements and may consider combinations of education and experience likely to lead to success with essential duties and responsibilities.

Other Qualifications

Possession and maintenance of a valid Wisconsin Motor Vehicle operator's license required.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Possess the physical capacity to perform the duties of the position including, but not limited to, the following: standing, walking, sitting, stooping, kneeling, crouching, crawling, running, grappling, climbing, balancing, bending/twisting, reaching, feeling, talking and hearing. Must be able to lift, carry, push/pull 100 lbs. or more. Must be able to handling and grasp fire hose, ladders, performing CPR, utilizing patient lifting devices, etc. Must be able to meet the medical standards established by N.F.P.A. 1582 and the medical testing facility. Must be able to wear self-contained and other types of breathing apparatus while performing firefighting and EMS duties.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

- Workplace environment that may be confined.
- Exposure to extreme cold and normal, or hot and normal temperature changes.
- Contact with water or liquids.
- Exposure to loud noise 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.

Equipment Used

- Fire apparatus, fire pumps, hoses, and other standard firefighting equipment, ladders, first aid equipment, radio, pager, personal computer, phone, camera, drafting equipment, measuring devices, power tools, hand tools, chain saws, shovels, brooms, ladders, air tools, exhaust fans, and generators.
- Must be able to operate passenger vehicles, fire apparatus and ambulance.
- Must be able to use EMS equipment based on level of licensure.
- Hearing and eye protection, firefighting turnout clothing, hazardous materials protective clothing, and self-contained breathing apparatus.

Pre-Employment Requirements

Applicants will be required to submit to a pre-employment medical examination consistent with the requirements of the position, after an offer of employment and prior to appointment. This medical examination is designed to reveal any medical condition that might put the Assistant Chief at increased risk to self or others as a result of certain exposures or activities and to exhibit freedom from any physical, emotional or mental condition which adversely affects the performance of duties as a firefighter in the essential functions of employment, with reasonable accommodation. Applicants may be fingerprinted

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

Salary and Benefits

Wages and benefits are determined by the existing non-represented resolution.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

AAP/EEO Statement

It is the policy of the City of Greenfield not to discriminate unlawfully against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, disability, national origin, creed, marital status, citizenship status, veteran status, membership in the military or national guard, use of a lawful product while off duty, ancestry, sexual orientation, arrest, or conviction record or any other characteristic protected by state or federal law. This policy shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or other compensation; and selection for training, including apprenticeship. This City further agrees to take affirmative action to ensure equal employment opportunities.



Committee: Finance & Human Resources
Introduced By: Konieczka Fire Department

Item Number:
Date Introduced: 8/9/23

RELATING TO: Discussion and decision to revise Code Enforcer job description, set salary, recruit and hire

SUMMARY:

Revision of Fire Department Organizational Chart to reclassify Battalion Chief of Community Risk Reduction to Assistant Chief of Community Risk Reduction/Support. Code enforcement position moved from full time to part time position.

The proposed organizational chart has slight reorganization. Instead of one Assistant Chief and two (40 hour) Battalion Chiefs, the proposed goes to two Assistant Chiefs and one (40 hour) Battalion Chief. Code enforcement is moved from a full time position to a part time position.

There is no 2023 budget impact as previous Chief and AC were at top pay and new AC position would start at mid step. Chief position is also making less than the previous chief. The change from full-time to part-time Code Enforcer also has a cost savings with salary and benefits.

This structure aligns with Oak Creek and Franklin as well as North Shore, Wauwatosa and West Allis.

Unfortunately, this has become increasingly necessary as personnel issues have increased and the flatness of our organization is not conducive to investigations and handling of such matters. Many of these issues are time sensitive and time consuming as well. Additionally, code enforcement has been reduced to a part time position and needs additional supervision. There is a high volume of complaints and difficult interactions that code enforcement is a part of that needs the time and appropriate supervision.

Updating the BC job description to remove Community Risk Reduction.

Code Enforcer pay rate will be \$23.43 per hour which is consistent with the part-time Fire Marshal rate.



Code Enforcer

Classification

Non-Exempt

Department/Division

Fire Department

Reports to

Assistant Fire Chief

Summary/Objective

The Code Enforcer enforces City Municipal Code by managing property code violations, disputes and nuisances. Code Enforcer coordinates and facilitates the enforcement of other regulations designed to protect the health, safety and welfare of the community.

~~Additional responsibilities include fire prevention, fire inspection, fire education and community risk reduction activities.~~

Essential Functions

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed within are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disability to perform essential functions.

- Enforces municipal ordinances and zoning codes for property maintenance and public nuisance concerns by responding and investigating complaints by; verbal, in-person, writing, forwarding by other departments (internally and externally) and through electronic means (e-mail, city website, applications used) and routinely driving through the City to discover areas of code non-compliance, and inspecting properties to determine compliance with zoning codes.
- Serves as Weed Commissioner during summer months.
- Documents and maintains activity records which include data entry on computer, software, applications systems.
- Provides data, information sharing and assistance to other departments and the City Attorney and/or City Prosecutor in situations where legal follow-up and/or court proceedings are necessary.
- Serves as a resource and provides assistance for residents and city officials regarding code requirements and serves as a liaison between City Officials and residents.
- ~~Conducts fire inspections in residential and commercial properties to correct fire and safety hazards.~~
- ~~Conducts demonstrations, tours and presentations on fire safety and fire prevention to the public.~~

- ~~Supervise Fire Marshal position and provide direction, advice, guidance, and discipline in relation to the Fire Marshal job duties and responsibilities.~~

Competencies

- Communication Proficiency
- Thoroughness
- Detail Orientated
- Technical Capacity
- Problem Solving/Analysis
- Organization Skills
- Time Management Skills
- Collaboration Skills
- Customer Relations Focus
- Presentation Skills
- Excellent Math Skills

Language and Reasoning Abilities:

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, State Statutes, Wisconsin Administrative Code, and the Municipal Code.
- Ability to write routine reports.
- Ability to understand construction blueprints, drawings and diagrams.
- Ability to use common sense understanding to carry out instructions furnished in written, oral or diagram form.
- Ability to deal with problems, disputes involving variables in standardized situations.
- Ability to work and communicate effectively, both verbally and in writing, with supervisors, peers, employees, public and elected officials.

Knowledge, Skills and Abilities:

- Good interpersonal relations. Ability to resolve disputes with understanding and positive/neutral feedback.
- Ability to multi-task.
- Ability to work relatively independently with results.
- Ability to learn computer documentation system, software, applications.
- Thorough knowledge of City Building Codes and State Laws and local ordinances related to code enforcement.

Mathematical Skills:

- Ability to add, subtract, multiply and divide in all units of measure using whole numbers, common fractions and decimals.

Supervisory Responsibilities

~~Supervises Fire Marshal and responsible for the overall direction, coordination and evaluation of this position. Carries out supervisory responsibility in accordance with the City's policies and applicable laws.~~

Position Type and Expected Hours of Work

This is a ~~fullpart~~-time position. Normal ~~office hours -days and hours of work~~ are Monday through Friday, 8:00 a.m. to 5 p.m., but hours vary as needed 18-24 hours per week. -Evenings and weekends as needed. ~~Must be able to attend evening meetings.~~

Travel

Travel is primarily locally during the business day. Occasional travel for training and seminars outside of the city.

Required Education/Training and Experience

High school diploma with additional technical courses in inspection methods and a minimum of three years' experience in code enforcement, building inspection or a related enforcement positions.

Preferred Education/Training and Experience

High school diploma with additional technical courses in inspection methods. A minimum of three years' experience in code enforcement, building inspection or a related enforcement positions.

Additional certificates preferred, for example; zoning certificate, certified building inspector, ~~fire~~ inspector, fire investigator.

A continuing education plan will be created for any deficiencies. Failure to maintain required certifications and licenses, or failure to obtain requirements within the time limits is cause for suspension, demotion, or termination.

The City of Greenfield reserves the right to utilize equivalencies where deemed appropriate with regard to education and experience requirements and may consider combinations of education and experience likely to lead to success with essential duties and responsibilities.

Other Qualifications:

Possession of a valid Wisconsin driver's license. Must be able to drive and operate passenger vehicles to visit sites, investigate, do follow up.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk; sit; use hands to handle or feel; reach with hands and arms; stoop, kneel crouch, or crawl; climb and balance and talk or hear. Specific vision abilities required for this job include close vision, distance vision, depth perception and the ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job. An inside office environment with little to moderate noise.

While performing the duties of this job, the employee is regularly exposed to outside weather conditions ranging from extremely hot to moderate to extremely cold conditions. The employee is occasionally exposed to moving mechanical parts, high precarious places, fumes or airborne particles,

toxic or caustic chemicals, risk of electric shock, wet and/or humid conditions, noxious odors, dust and poor ventilation. The noise level in the work environment is often loud.

Equipment Used:

Computer, smartphone, printer, scanner, calculator, copy machine, camera, computer and measuring devices.

Pre-Employment Requirements:

Applicants will be required to submit to a pre-employment physical exam and drug screening. Applicants may be fingerprinted and a record check made of local, state or federal authorities. A conviction is not an automatic bar to employment.

Salary and Benefits:

Wages ~~and benefits are~~ are determined by the existing non-represented resolution, no benefits.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

AAP/EEO Statement

It is the policy of the City of Greenfield not to discriminate unlawfully against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, disability, national origin, creed, marital status, citizenship status, veteran status, membership in the military or national guard, use of a lawful product while off duty, ancestry, sexual orientation, arrest, or conviction record or any other characteristic protected by state or federal law. This policy shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or other compensation; and selection for training, including apprenticeship. This City further agrees to take affirmative action to ensure equal employment opportunities.



Code Enforcer

Classification

Non-Exempt

Department/Division

Fire Department

Reports to

Assistant Fire Chief

Summary/Objective

The Code Enforcer enforces City Municipal Code by managing property code violations, disputes and nuisances. Code Enforcer coordinates and facilitates the enforcement of other regulations designed to protect the health, safety and welfare of the community.

Essential Functions

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed within are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disability to perform essential functions.

- Enforces municipal ordinances and zoning codes for property maintenance and public nuisance concerns by responding and investigating complaints by; verbal, in-person, writing, forwarding by other departments (internally and externally) and through electronic means (e-mail, city website, applications used) and routinely driving through the City to discover areas of code non-compliance, and inspecting properties to determine compliance with zoning codes.
- Serves as Weed Commissioner during summer months.
- Documents and maintains activity records which include data entry on computer, software, applications systems.
- Provides data, information sharing and assistance to other departments and the City Attorney and/or City Prosecutor in situations where legal follow-up and/or court proceedings are necessary.
- Serves as a resource and provides assistance for residents and city officials regarding code requirements and serves as a liaison between City Officials and residents.

Competencies

- Communication Proficiency
- Thoroughness
- Detail Orientated
- Technical Capacity
- Problem Solving/Analysis

- Organization Skills
- Time Management Skills
- Collaboration Skills
- Customer Relations Focus
- Presentation Skills
- Excellent Math Skills

Language and Reasoning Abilities:

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, State Statutes, Wisconsin Administrative Code, and the Municipal Code.
- Ability to write routine reports.
- Ability to understand construction blueprints, drawings and diagrams.
- Ability to use common sense understanding to carry out instructions furnished in written, oral or diagram form.
- Ability to deal with problems, disputes involving variables in standardized situations.
- Ability to work and communicate effectively, both verbally and in writing, with supervisors, peers, employees, public and elected officials.

Knowledge, Skills and Abilities:

- Good interpersonal relations. Ability to resolve disputes with understanding and positive/neutral feedback.
- Ability to multi-task.
- Ability to work relatively independently with results.
- Ability to learn computer documentation system, software, applications.
- Thorough knowledge of City Building Codes and State Laws and local ordinances related to code enforcement.

Mathematical Skills:

- Ability to add, subtract, multiply and divide in all units of measure using whole numbers, common fractions and decimals.

Position Type and Expected Hours of Work

This is a part-time position. Normal office hours are Monday through Friday, 8:00 a.m. to 5 p.m., but hours vary as needed 18-24 hours per week. Evenings and weekends as needed.

Travel

Travel is primarily locally during the business day. Occasional travel for training and seminars outside of the city.

Required Education/Training and Experience

High school diploma with additional technical courses in inspection methods and a minimum of three years' experience in code enforcement, building inspection or a related enforcement positions.

Preferred Education/Training and Experience

High school diploma with additional technical courses in inspection methods. A minimum of three years' experience in code enforcement, building inspection or a related enforcement positions. Additional certificates preferred, for example; zoning certificate, certified building inspector.

A continuing education plan will be created for any deficiencies. Failure to maintain required

certifications and licenses, or failure to obtain requirements within the time limits is cause for suspension, demotion, or termination.

The City of Greenfield reserves the right to utilize equivalencies where deemed appropriate with regard to education and experience requirements and may consider combinations of education and experience likely to lead to success with essential duties and responsibilities.

Other Qualifications:

Possession of a valid Wisconsin driver's license. Must be able to drive and operate passenger vehicles to visit sites, investigate, do follow up.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk; sit; use hands to handle or feel; reach with hands and arms; stoop, kneel crouch, or crawl; climb and balance and talk or hear. Specific vision abilities required for this job include close vision, distance vision, depth perception and the ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job. An inside office environment with little to moderate noise.

While performing the duties of this job, the employee is regularly exposed to outside weather conditions ranging from extremely hot to moderate to extremely cold conditions. The employee is occasionally exposed to moving mechanical parts, high precarious places, fumes or airborne particles, toxic or caustic chemicals, risk of electric shock, wet and/or humid conditions, noxious odors, dust and poor ventilation. The noise level in the work environment is often loud.

Equipment Used:

Computer, smartphone, printer, scanner, calculator, copy machine, camera, computer and measuring devices.

Pre-Employment Requirements:

Applicants will be required to submit to a pre-employment physical exam and drug screening. Applicants may be fingerprinted and a record check made of local, state or federal authorities. A conviction is not an automatic bar to employment.

Salary and Benefits:

Wages are determined by the existing non-represented resolution, no benefits.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

AAP/EEO Statement

It is the policy of the City of Greenfield not to discriminate unlawfully against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, disability, national origin, creed, marital status, citizenship status, veteran status, membership in the military or national guard, use of a lawful product while off duty, ancestry, sexual orientation, arrest, or conviction record or any other characteristic protected by state or federal law. This policy shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or other compensation; and selection for training, including apprenticeship. This City further agrees to take affirmative action to ensure equal employment opportunities.



Committee: Finance & Human Resources
Introduced By: Konieczka Fire Department

Item Number:
Date Introduced: 8/9/23

RELATING TO: Discussion and decision to revise Battalion Chief job description

SUMMARY:

Revision of Fire Department Organizational Chart to reclassify Battalion Chief of Community Risk Reduction to Assistant Chief of Community Risk Reduction/Support. Code enforcement position moved from full time to part time position.

The proposed organizational chart has slight reorganization. Instead of one Assistant Chief and two (40 hour) Battalion Chiefs, the proposed goes to two Assistant Chiefs and one (40 hour) Battalion Chief. Code enforcement is moved from a full time position to a part time position.

There is no 2023 budget impact as previous Chief and AC were at top pay and new AC position would start at mid step. Chief position is also making less than the previous chief. The change from full-time to part-time Code Enforcer also has a cost savings with salary and benefits.

This structure aligns with Oak Creek and Franklin as well as North Shore, Wauwatosa and West Allis.

Unfortunately, this has become increasingly necessary as personnel issues have increased and the flatness of our organization is not conducive to investigations and handling of such matters. Many of these issues are time sensitive and time consuming as well. Additionally, code enforcement has been reduced to a part time position and needs additional supervision. There is a high volume of complaints and difficult interactions that code enforcement is a part of that needs the time and appropriate supervision.

Updating the BC job description to remove Community Risk Reduction.

Code Enforcer pay rate will be \$23.43 per hour which is consistent with the part-time Fire Marshal rate.



Battalion Chief

Classification

Exempt

Department/Division

Fire Department

Reports to

Assistant Fire Chief

Summary/Objective

Battalion Chief is an integral part of the Fire Department and responsible for; administration, supervision, management, leadership. Battalion Chief can be assigned to either of the following shifts based on department needs:

- A 24-hour shift that is responsible for fire suppression, hazardous material response, rescue operations, and emergency medical services, or
- A 40-hour work week responsible for training and other items that further the needs of the department; Community Risk Reduction, Training, other.

Essential Functions

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed within are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Performs duties serving as a confidential staff advisor to the Fire Chief, Assistant Fire Chief in researching, recommending, crafting, implementing and enforcing policies, directives and procedures.
- Implements department goals and objectives through a comprehensive administration program and coordinates department operations, inspections and training under the direction of the operational chief.
- Performs the role of officer-in-charge of all fire, rescue and medical operations for assigned shift. Assume the role of incident commander and determine an overall plan to resolve incidents until command is transferred. Direct subordinate company officers and fire crews to appropriate assignments to ensure the plan of action is followed in a safe and efficient manner.
- Determine how to deploy personnel during periods requiring special fire department response and assigned activities. Using independent judgment, initiative and skills makes recommendation to the Fire Chief regarding all matters concerning fire protection, rescue procedures, and emergency medical systems.
- Supervises and develops the scheduling and coordination of shift staffing levels, changes, and activities. Responsible for ensuring proper staffing levels. Supervises Fire Captains, Lieutenants and subordinate staff in their assigned duties as directed.
- Assists in long-range planning and implementation of departmental budgets. Assists the Fire Chief

and Assistant Chief in the planning process for capital projects and the drawing of specifications for new equipment.

- Assists in the development of minimum standards of training and technical competence for all fire department personnel; delivers training as scheduled. Responsible for specific training programs for new employees and officer development. Ensures the readiness of personnel and equipment under their supervision. Becomes knowledgeable and ensures the utilization of the National Incident Management System (NIMS) and the National Response Plan (NRP).
- Maintains discipline and ensures that personnel follow department rules and regulations.
- Evaluates work performance of subordinates, prepares employee evaluations and effectively recommends and participates in hiring, transfers, promotions, suspensions and other disciplinary matters of subordinates.
- Assists in the development and maintenance of an effective system of records and reports of alarm responses, fire and casualty reports, personnel actions, quarters, training, apparatus, and equipment.
- Supervises the completion, maintenance and/or quality assurance of incident reports, personnel records on sick leave, vacations, shift exchanges, disciplinary actions, accident and injury reports, training and such other departmental forms as needed.
- Establishes and maintains the highest level of customer service by providing a positive working relationship with all stakeholders.

Other Functions

- Performs station inspections on a regular basis and drafts reports and plans for issues of importance to the Fire Chief, Assistant Fire Chief. Responsible for building and equipment maintenance readiness for the assigned station. Develops specifications, assigns duties, and supervises work of subordinates and contractors.
- Carries out duties in conformance with Federal, State, County and City laws and ordinances. Conducts research pertaining to actual or proposed legislative changes and provides recommendations to the Fire Chief.
- Coordinates activities with other supervisors or other City Departments and exchanges information with officers in other fire departments. Maintains contact with general public, department officers and other City officials in the performance of fire department activities. Responsible for notifying the appropriate City department when violations of City Codes and Ordinances are observed on the job.
- Attends department head meetings and Common Council meetings at the direction of the Fire Chief. Attends all command staff and staff meetings.
- Attends training courses, meetings, and conferences as directed by superior. May be required to confer with citizens on problems, concerns and accidents. Assists in planning and implementing public fire safety education programs for civic, fraternal, educational, institutional or industrial organizations and agencies.
- Confers with Assistant Fire Chief, Fire Chief on a regular basis, discussing work processes, incidents, problems and plans and receiving advice, counseling and instruction.
- This position is expected to be knowledgeable in other Chief Officer roles in order to be able to cover portions of that position during short or long-term absences in that position, or as needed by the Department.
- May respond as a member of a medical team to bring basic or advanced emergency medical care to the citizens of the community. Performs emergency aid activities including administering first aid and providing other assistance as required. Performs duties as a certified Firefighter/EMT according to criteria and standards set forth by the department, when assigned.

Competencies

- Communication Proficiency
- Thoroughness
- Detail Orientated
- Technical Capacity
- Problem Solving/Analysis
- Organization Skills
- Presentation Skills
- Time Management Skills
- Collaboration Skills
- Customer Relations Focus
- Math Skills

Knowledge, Skills and Abilities:

- Knowledge, understanding, following, adherence and enforcement of work rules, Policies, Procedures, Code of Conduct and Standard Operating Guidelines. Knowledge of national, state, local laws and fire/safety codes, including but not limited to, the National Fire Protection Association and National Life Safety Code standards.
- Knowledge of fire suppression techniques, emergency first aid, natural and man-made disasters, fire control and extinguishment, and combustible and flammable materials. Considerable knowledge of training techniques.
- Extensive knowledge of City geography including streets, fire hydrant locations and pre-fire and contingency plans.
- Thorough knowledge of and ability to ensure, enforce and follow occupational hazards and standard safety precautions, policies and procedures necessary in the work, including but not limited to, DHS 110, SPS 330 and applicable NFPA safety standards.
- Knowledge of legislative, legal, administrative, and fiscal processes of City government.
- Working knowledge of driver, fire, rescue, and emergency medical services safety.
- Knowledge of policies and procedures of City administration. A Full knowledge of the City's Emergency Operations Plan (EOP) and local, county, state, and federal procedures regarding disaster response.
- Assigned Emergency Management duties and position for the City as required.
- Knowledge of procedures and communication in Shared Services agreement, Mutual Aid Box Alarm System (MABAS) and the State Mutual Aid Plan.
- Knowledge of the National Incident Management System (NIMS) and the National Response Plan (NRP).

Skills and Abilities:

- Considerable ability to plan, organize, manage and administer activities requiring coordination with others.
- Ability to work and communicate effectively, both verbally and in writing, with supervisors, peers, employees, other agencies and the public.
- Ability to accept responsibility, to make decisions, to delegate responsibility and to motivate people toward a coordinated effort.
- Ability to establish and maintain effective interpersonal relationships with employees, other divisions and the public.
- Ability to research and obtain pertinent information through various resources including state statutes and administrative regulations.
- Ability to read and understand codes and ordinances.

- Ability to work independently with only occasional review of work performance or records.
- Ability to use personal computer equipment, software and applications to access, retrieves, or input information.
- Ability to operate and skilled in medical, fire suppression and other types of emergency equipment and vehicle operation.
- Ability to apply training to others to learn standard firefighting, emergency aid, hazardous materials, and fire prevention techniques.
- Ability to perform strenuous or peak physical effort during emergency, training or station maintenance activities for prolonged periods of time under conditions of extreme heights, intense heat, cold or smoke.
- Ability to act effectively in emergency and stressful situations.
- Ability to deal with difficult working conditions including; high places, confined spaces, hazardous areas and all types of weather.
- Ability to understand, speak, and write the English language fluently and use proper grammar, punctuation and spelling.
- Ability to prepare, organize, direct, coordinate and maintain written and oral office data, reports and systems.
- Ability to perform required mathematical computations.
- Skilled in report writing, driving of emergency vehicles, and use of communication and work methods included but not limited to; computer, typewriter, telephone, two-way radio, copy machine, fax machine, calculator and adding machine.
- Knowledge of fire protection systems, water supply, building construction, direct fire and rescue operations, disaster control, and extinguishment of combustible and flammable materials.
- Skills in community risk reduction, training, firefighting, EMS, fire inspection, fire scene command and public relations.

Mathematical Skills:

- Ability to add, subtract, multiply and divide in all units of measure using whole numbers, common fractions and decimals.

Supervisory Responsibilities

Works under the general supervision of the Assistant Fire Chief and Fire Chief. Supervises the assigned company officers and firefighters. Works in cooperation with the Assistant Chief to achieve Department goals and objectives.

In the absence of the Fire Chief and the Assistant Fire Chief, a Battalion Chief will assume the role, responsibility, and authority of the Fire Chief.

Position Type and Expected Hours of Work

Battalion Chief can be assigned to either of the following shifts based on the department needs:

- A 24-hour shift that is responsible for fire suppression, hazardous material response, rescue operations, and emergency medical services, or
- A 40-hour work week responsible for training and other items that further the needs of the department; ~~Community Risk Reduction, Training, other.~~

Travel

This position requires minimal travel. Travel to conferences, seminars, training, etc. is encouraged, as budgeted. Deployment through mutual aid if necessary.

Required Education/Training and Experience

Minimum of an Associate Degree in Fire Science, Business or related field. Minimum of 5 years of experience with a career fire department.

Preferred Education/Training and Experience

Minimum of an Associate Degree in Fire Science, Business or related field. Minimum of 5 years of experience with a career fire department. Preferred certifications at time of appointment:

- Wisconsin Fire Officer I
- Wisconsin Fire Instructor I
- Wisconsin Fire Inspector I
- Wisconsin Emergency Medical Technician – Basic (EMT-B) or Paramedic (EMT-P)
- Wisconsin Firefighter II Certification
- Wisconsin Fire Apparatus Drivers/Operator completion, certification
- National incident management System (NIMS): IS 100, 200, 700, and 800; ICS 300 and 400

A continuing education plan will be created for any deficiencies. Failure to maintain required certifications and licenses, or failure to obtain requirements within the time limits is cause for suspension, demotion, or termination.

The City of Greenfield reserves the right to utilize equivalencies where deemed appropriate with regard to education and experience requirements and may consider combinations of education and experience likely to lead to success with essential duties and responsibilities.

Other Qualifications:

Possession of a valid Wisconsin Motor Vehicle operator's license required.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Possess the physical capacity to perform the duties of the position including, but not limited to, the following: standing, walking, sitting, stooping, kneeling, crouching, crawling, running, grappling, climbing, balancing, bending/twisting, reaching, feeling, talking and hearing. Must be able to lift, carry, push/pull 100 lbs. or more. Must be able to handling and grasp fire hose, ladders, performing CPR, utilizing patient lifting devices, etc. Must be able to meet the medical standards established by N.F.P.A. 1582 and the medical testing facility. Must be able to wear self-contained and other types of breathing apparatus while performing firefighting and EMS duties.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

- Workplace environment that may be confined.
- Exposure to extreme cold and normal, or hot and normal temperature changes.
- Contact with water or liquids.
- Exposure to loud noise 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.

Tools and Equipment Used:

Fire apparatus, fire pumps, hoses, and other standard firefighting equipment, ladders, first aid equipment, radio, pager, personal computer, phone, camera, drafting equipment, measuring devices, power tools, hand tools, chain saws, shovels, brooms, ladders, air tools, exhaust fans, and generators.

Must be able to operate passenger vehicles, fire apparatus and ambulance.

Must be able to apply patient restraints, first-aid equipment, oxygen, blood pressure equipment, defibrillators, test equipment, general medical equipment, and patient lifting devices breathing apparatus and all other patient centric equipment.

Must wear hearing and eye protection, firefighting turnout clothing and hazardous materials protective clothing.

Pre-Employment Requirements:

Applicants will be required to submit to a pre-employment medical examination consistent with the requirements of the position, after an offer of employment and prior to appointment. This medical examination is designed to reveal any medical condition that might put the Battalion Chief at increased risk to self or others as a result of certain exposures or activities and to exhibit freedom from any physical, emotional or mental condition which adversely affects the performance of duties as a firefighter in the essential functions of employment, with reasonable accommodation. Applicants may be fingerprinted and a record check made of local, state or federal authorities. A conviction is not an automatic bar to employment.

Salary and Benefits:

Wages and benefits are determined by the existing non-represented resolution.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

AAP/EEO Statement

It is the policy of the City of Greenfield not to discriminate unlawfully against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, disability, national origin, creed, marital status, citizenship status, veteran status, membership in the military or national guard, use of a lawful product while off duty, ancestry, sexual orientation, arrest, or conviction record or any other characteristic protected by state or federal law. This policy shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or other compensation; and selection for training, including apprenticeship. This City further agrees to take affirmative action to ensure equal employment opportunities.



Battalion Chief

Classification

Exempt

Department/Division

Fire Department

Reports to

Assistant Fire Chief

Summary/Objective

Battalion Chief is an integral part of the Fire Department and responsible for; administration, supervision, management, leadership. Battalion Chief can be assigned to either of the following shifts based on department needs:

- A 24-hour shift that is responsible for fire suppression, hazardous material response, rescue operations, and emergency medical services, or
- A 40-hour work week responsible for training and other items that further the needs of the department.

Essential Functions

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed within are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Performs duties serving as a confidential staff advisor to the Fire Chief, Assistant Fire Chief in researching, recommending, crafting, implementing and enforcing policies, directives and procedures.
- Implements department goals and objectives through a comprehensive administration program and coordinates department operations, inspections and training under the direction of the operational chief.
- Performs the role of officer-in-charge of all fire, rescue and medical operations for assigned shift. Assume the role of incident commander and determine an overall plan to resolve incidents until command is transferred. Direct subordinate company officers and fire crews to appropriate assignments to ensure the plan of action is followed in a safe and efficient manner.
- Determine how to deploy personnel during periods requiring special fire department response and assigned activities. Using independent judgment, initiative and skills makes recommendation to the Fire Chief regarding all matters concerning fire protection, rescue procedures, and emergency medical systems.
- Supervises and develops the scheduling and coordination of shift staffing levels, changes, and activities. Responsible for ensuring proper staffing levels. Supervises Fire Captains, Lieutenants and subordinate staff in their assigned duties as directed.
- Assists in long-range planning and implementation of departmental budgets. Assists the Fire Chief and Assistant Chief in the planning process for capital projects and the drawing of specifications for

new equipment.

- Assists in the development of minimum standards of training and technical competence for all fire department personnel; delivers training as scheduled. Responsible for specific training programs for new employees and officer development. Ensures the readiness of personnel and equipment under their supervision. Becomes knowledgeable and ensures the utilization of the National Incident Management System (NIMS) and the National Response Plan (NRP).
- Maintains discipline and ensures that personnel follow department rules and regulations.
- Evaluates work performance of subordinates, prepares employee evaluations and effectively recommends and participates in hiring, transfers, promotions, suspensions and other disciplinary matters of subordinates.
- Assists in the development and maintenance of an effective system of records and reports of alarm responses, fire and casualty reports, personnel actions, quarters, training, apparatus, and equipment.
- Supervises the completion, maintenance and/or quality assurance of incident reports, personnel records on sick leave, vacations, shift exchanges, disciplinary actions, accident and injury reports, training and such other departmental forms as needed.
- Establishes and maintains the highest level of customer service by providing a positive working relationship with all stakeholders.

Other Functions

- Performs station inspections on a regular basis and drafts reports and plans for issues of importance to the Fire Chief, Assistant Fire Chief. Responsible for building and equipment maintenance readiness for the assigned station. Develops specifications, assigns duties, and supervises work of subordinates and contractors.
- Carries out duties in conformance with Federal, State, County and City laws and ordinances. Conducts research pertaining to actual or proposed legislative changes and provides recommendations to the Fire Chief.
- Coordinates activities with other supervisors or other City Departments and exchanges information with officers in other fire departments. Maintains contact with general public, department officers and other City officials in the performance of fire department activities. Responsible for notifying the appropriate City department when violations of City Codes and Ordinances are observed on the job.
- Attends department head meetings and Common Council meetings at the direction of the Fire Chief. Attends all command staff and staff meetings.
- Attends training courses, meetings, and conferences as directed by superior. May be required to confer with citizens on problems, concerns and accidents. Assists in planning and implementing public fire safety education programs for civic, fraternal, educational, institutional or industrial organizations and agencies.
- Confers with Assistant Fire Chief, Fire Chief on a regular basis, discussing work processes, incidents, problems and plans and receiving advice, counseling and instruction.
- This position is expected to be knowledgeable in other Chief Officer roles in order to be able to cover portions of that position during short or long-term absences in that position, or as needed by the Department.
- May respond as a member of a medical team to bring basic or advanced emergency medical care to the citizens of the community. Performs emergency aid activities including administering first aid and providing other assistance as required. Performs duties as a certified Firefighter/EMT according to criteria and standards set forth by the department, when assigned.

Competencies

- Communication Proficiency

- Thoroughness
- Detail Orientated
- Technical Capacity
- Problem Solving/Analysis
- Organization Skills
- Presentation Skills
- Time Management Skills
- Collaboration Skills
- Customer Relations Focus
- Math Skills

Knowledge, Skills and Abilities:

- Knowledge, understanding, following, adherence and enforcement of work rules, Policies, Procedures, Code of Conduct and Standard Operating Guidelines. Knowledge of national, state, local laws and fire/safety codes, including but not limited to, the National Fire Protection Association and National Life Safety Code standards.
- Knowledge of fire suppression techniques, emergency first aid, natural and man-made disasters, fire control and extinguishment, and combustible and flammable materials. Considerable knowledge of training techniques.
- Extensive knowledge of City geography including streets, fire hydrant locations and pre-fire and contingency plans.
- Thorough knowledge of and ability to ensure, enforce and follow occupational hazards and standard safety precautions, policies and procedures necessary in the work, including but not limited to, DHS 110, SPS 330 and applicable NFPA safety standards.
- Knowledge of legislative, legal, administrative, and fiscal processes of City government.
- Working knowledge of driver, fire, rescue, and emergency medical services safety.
- Knowledge of policies and procedures of City administration. A Full knowledge of the City's Emergency Operations Plan (EOP) and local, county, state, and federal procedures regarding disaster response.
- Assigned Emergency Management duties and position for the City as required.
- Knowledge of procedures and communication in Shared Services agreement, Mutual Aid Box Alarm System (MABAS) and the State Mutual Aid Plan.
- Knowledge of the National Incident Management System (NIMS) and the National Response Plan (NRP).

Skills and Abilities:

- Considerable ability to plan, organize, manage and administer activities requiring coordination with others.
- Ability to work and communicate effectively, both verbally and in writing, with supervisors, peers, employees, other agencies and the public.
- Ability to accept responsibility, to make decisions, to delegate responsibility and to motivate people toward a coordinated effort.
- Ability to establish and maintain effective interpersonal relationships with employees, other divisions and the public.
- Ability to research and obtain pertinent information through various resources including state statutes and administrative regulations.
- Ability to read and understand codes and ordinances.
- Ability to work independently with only occasional review of work performance or records.

- Ability to use personal computer equipment, software and applications to access, retrieves, or input information.
- Ability to operate and skilled in medical, fire suppression and other types of emergency equipment and vehicle operation.
- Ability to apply training to others to learn standard firefighting, emergency aid, hazardous materials, and fire prevention techniques.
- Ability to perform strenuous or peak physical effort during emergency, training or station maintenance activities for prolonged periods of time under conditions of extreme heights, intense heat, cold or smoke.
- Ability to act effectively in emergency and stressful situations.
- Ability to deal with difficult working conditions including; high places, confined spaces, hazardous areas and all types of weather.
- Ability to understand, speak, and write the English language fluently and use proper grammar, punctuation and spelling.
- Ability to prepare, organize, direct, coordinate and maintain written and oral office data, reports and systems.
- Ability to perform required mathematical computations.
- Skilled in report writing, driving of emergency vehicles, and use of communication and work methods included but not limited to; computer, typewriter, telephone, two-way radio, copy machine, fax machine, calculator and adding machine.
- Knowledge of fire protection systems, water supply, building construction, direct fire and rescue operations, disaster control, and extinguishment of combustible and flammable materials.
- Skills in community risk reduction, training, firefighting, EMS, fire inspection, fire scene command and public relations.

Mathematical Skills:

- Ability to add, subtract, multiply and divide in all units of measure using whole numbers, common fractions and decimals.

Supervisory Responsibilities

Works under the general supervision of the Assistant Fire Chief and Fire Chief. Supervises the assigned company officers and firefighters. Works in cooperation with the Assistant Chief to achieve Department goals and objectives.

In the absence of the Fire Chief and the Assistant Fire Chief, a Battalion Chief will assume the role, responsibility, and authority of the Fire Chief.

Position Type and Expected Hours of Work

Battalion Chief can be assigned to either of the following shifts based on the department needs:

- A 24-hour shift that is responsible for fire suppression, hazardous material response, rescue operations, and emergency medical services, or
- A 40-hour work week responsible for training and other items that further the needs of the department.

Travel

This position requires minimal travel. Travel to conferences, seminars, training, etc. is encouraged, as budgeted. Deployment through mutual aid if necessary.

Required Education/Training and Experience

Minimum of an Associate Degree in Fire Science, Business or related field. Minimum of 5 years of experience

with a career fire department.

Preferred Education/Training and Experience

Minimum of an Associate Degree in Fire Science, Business or related field. Minimum of 5 years of experience with a career fire department. Preferred certifications at time of appointment:

- Wisconsin Fire Officer I
- Wisconsin Fire Instructor I
- Wisconsin Fire Inspector I
- Wisconsin Emergency Medical Technician – Basic (EMT-B) or Paramedic (EMT-P)
- Wisconsin Firefighter II Certification
- Wisconsin Fire Apparatus Drivers/Operator completion, certification
- National incident management System (NIMS): IS 100, 200, 700, and 800; ICS 300 and 400

A continuing education plan will be created for any deficiencies. Failure to maintain required certifications and licenses, or failure to obtain requirements within the time limits is cause for suspension, demotion, or termination.

The City of Greenfield reserves the right to utilize equivalencies where deemed appropriate with regard to education and experience requirements and may consider combinations of education and experience likely to lead to success with essential duties and responsibilities.

Other Qualifications:

Possession of a valid Wisconsin Motor Vehicle operator's license required.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Possess the physical capacity to perform the duties of the position including, but not limited to, the following: standing, walking, sitting, stooping, kneeling, crouching, crawling, running, grappling, climbing, balancing, bending/twisting, reaching, feeling, talking and hearing. Must be able to lift, carry, push/pull 100 lbs. or more. Must be able to handling and grasp fire hose, ladders, performing CPR, utilizing patient lifting devices, etc. Must be able to meet the medical standards established by N.F.P.A. 1582 and the medical testing facility. Must be able to wear self-contained and other types of breathing apparatus while performing firefighting and EMS duties.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

- Workplace environment that may be confined.
- Exposure to extreme cold and normal, or hot and normal temperature changes.
- Contact with water or liquids.
- Exposure to loud noise 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.

Tools and Equipment Used:

Fire apparatus, fire pumps, hoses, and other standard firefighting equipment, ladders, first aid equipment, radio, pager, personal computer, phone, camera, drafting equipment, measuring devices, power tools, hand tools, chain saws, shovels, brooms, ladders, air tools, exhaust fans, and generators.

Must be able to operate passenger vehicles, fire apparatus and ambulance.

Must be able to apply patient restraints, first-aid equipment, oxygen, blood pressure equipment, defibrillators, test equipment, general medical equipment, and patient lifting devices breathing apparatus and all other patient centric equipment.

Must wear hearing and eye protection, firefighting turnout clothing and hazardous materials protective clothing.

Pre-Employment Requirements:

Applicants will be required to submit to a pre-employment medical examination consistent with the requirements of the position, after an offer of employment and prior to appointment. This medical examination is designed to reveal any medical condition that might put the Battalion Chief at increased risk to self or others as a result of certain exposures or activities and to exhibit freedom from any physical, emotional or mental condition which adversely affects the performance of duties as a firefighter in the essential functions of employment, with reasonable accommodation. Applicants may be fingerprinted and a record check made of local, state or federal authorities. A conviction is not an automatic bar to employment.

Salary and Benefits:

Wages and benefits are determined by the existing non-represented resolution.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

AAP/EEO Statement

It is the policy of the City of Greenfield not to discriminate unlawfully against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, disability, national origin, creed, marital status, citizenship status, veteran status, membership in the military or national guard, use of a lawful product while off duty, ancestry, sexual orientation, arrest, or conviction record or any other characteristic protected by state or federal law. This policy shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or other compensation; and selection for training, including apprenticeship. This City further agrees to take affirmative action to ensure equal employment opportunities.



Committee: Finance & HR

Item Number:

Introduced By: Abby Gorecki, Interim Health Officer

Date Introduced: 08/09/2023

RELATING TO:

Contract modification agreement between the State of Wisconsin Department of Health Services and the Greenfield Health Department related to 2023 Consolidated Contract grant funding

SUMMARY:

Consolidated Contract funding continues in 2023 from the Centers for Disease Control and Prevention (CDC) administered through the Wisconsin Department of Health Services. The purpose of modifying this agreement is to enhance local efforts in the area of Public Health Workforce Development.

Funding can be used to support staff time, training, staff retention, recruitment and other capacity building efforts that fall within the scope of work. The grant period is unchanged and funds will be available through 12/31/2024.

Additional Grant Funds: \$62,237

In addition to additional funds, the consolidated contract includes an updated scope of work for the ARPA. The purpose of this update is to provide further details on allowable activities and reporting requirements.

This modified agreement will utilize the standard State of Wisconsin template for all local health departments.

Recommendation: Approve Modified Agreement to Add Grant Funds.

ATTACHMENTS: KEY ISSUES ___ BACKGROUND ___ RESOLUTION ___ FISCAL NOTE ___
MOTION ___ OTHER ___

Wisconsin Department of Health Services Contract Centralization Legal Review

Agreement Number: **47713-13**

Bureau of Procurement and Contracting (BPC) Review:

☒ This agreement uses a BPC template with Office of Legal Counsel (OLC) approved language.

☐ This agreement uses intergovernmental cooperative purchasing.

OLC Review Required:

☐ This agreement does not use a BPC template with Office of Legal Counsel (OLC) approved language or uses a BPC template with requested language changes.

Description:

N/A

Office of Legal Counsel (OLC) Review and Approval:

☒ This agreement has been reviewed for form and approved by the Wisconsin Department of Health Services Office of Legal Counsel.

DocuSigned by:

Cody Wagner

Name: Cody Wagner

Title: Office of Legal Counsel

7/24/2023

Date Signed



GRANT AGREEMENT MODIFICATION
between the
STATE OF WISCONSIN DEPARTMENT OF HEALTH SERVICES
And
GREENFIELD HD
for
2021 DPH Consolidated Contract

DPH Contract No.: 47713-13

Agreement Amount: \$62,237

Agreement Term Period: **10/01/2020 to 12/31/2024**

GEARS Pre-Packet No: 24171

DHS Division: Division of Public Health

DHS Grant Administrator: Anna Benton

DHS Email: DHSGACMail@dhs.wisconsin.gov

Grantee Grant Administrator: Ms. Abby Gorecki

Grantee Address: 7325 W FOREST HOME AVE,
 GREENFIELD, WI, 53220

Grantee Email: abby.gorecki@greenfieldwi.us

Modification Description: We are adding funding for the Workforce Development Grant (Profile 155812). Please see attached Scope of Work. We are also attaching a revised Scope of Work for ARPA COVID Recovery (Profile 155811) to include additional information on allowable activities and reporting requirements. Final reports are due 45 days from the end of the designated contract period for any included profiles.

This is a Modification of an existing Agreement, as specified above. This Modification of Agreement encompasses both Amendments and Addendums to an existing Grant Agreement. This Modification is entered into by and between the State of Wisconsin Department of Health Services (DHS) and the Grantee listed above. With the exception of the terms being modified by this Grant Agreement Modification, ALL OTHER TERMS AND CONDITIONS OF THE EXISTING AGREEMENT, INCLUDING FUNDING, REMAIN IN FULL FORCE AND EFFECT. This Modification, including any and all attachments herein and the existing agreement, collectively, are the complete agreement of the parties and supersede any prior agreements or representations. DHS and the Grantee acknowledge that they have read the Modification and understand and agree to be bound by the terms and conditions of the existing agreement as modified by this action. This Modification becomes null and void if the time between the earlier dated signature and the later dated signature exceeds sixty (60) days, unless waived by DHS.

State of Wisconsin
Department of Health Services

Authorized Representative

Name: _____

Title: _____

Signature: _____

Date: _____

Grantee

Entity Name: _____

Authorized Representative

Name: Abby Gorecki

Title: Interim Health Officer

Signature: _____

Date: _____

CIVIL RIGHTS COMPLIANCE ATTACHMENT

The Wisconsin Department of Health Services and Grantee agree to the below change to the agreement. The below enumerated agreement revision is hereby incorporated by reference into the agreement and is enforceable as if restated therein in its entirety.

Section 10 of the Agreement (“CIVIL RIGHTS COMPLIANCE”) is hereby amended by inserting the following:

In accordance with the provisions of Section 1557 of the Patient Protection and Affordable Care Act of 2010 (42 U.S.C. § 18116), Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq.), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 701 et seq.), the Age Discrimination Act of 1975 (42 U.S.C. § 6101 et seq.), and regulations implementing these Acts, found at 45 C.F.R. Parts 80, 84, and 91 and 92, the Grantee shall not exclude, deny benefits to, or otherwise discriminate against any person on the basis of sex, race, color, national origin, disability, or age in admission to, participation in, in aid of, or in receipt of services and benefits under any of its programs and activities, and in staff and employee assignments to patients, whether carried out by the Grantee directly or through a Sub-contractor or any other entity with which the Grantee arranges to carry out its programs and activities.

In accordance with the provisions of Section 11 of the Food and Nutrition Act of 2008 (7 U.S.C. § 2020), the Age Discrimination Act of 1975 (42 U.S.C. § 6101 et seq.), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 701 et seq.), the Americans with Disabilities Act of 1990 (42 U.S.C. § 12101 et seq.), and Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq.), and the regulations implementing these Acts, found at 7 C.F.R. Parts 15, 15a, and 15b, and Part 16, 28 C.F.R. Part 35, and 45 C.F.R. Part 91, the Grantee shall not discriminate based on race, color, national origin, sex, religious creed, disability, age, or political beliefs or engage in reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by the United States Department of Agriculture.

HIGH-RISK IT REVIEW

Pursuant to Wis. Stat. 16.973(13), Contractor is required to submit, via the contracting agency, to the Department of Administration for approval any order or amendment that would change the scope of the contract and have the effect of increasing the contract price. The Department of Administration shall be authorized to review the original contract and the order or amendment to determine whether the work proposed in the order or amendment is within the scope of the original contract and whether the work proposed in the order or amendment is necessary. The Department of Administration may assist the contracting agency in negotiations regarding any change to the original contract price.

GEARS PAYMENT INFORMATION

DHS GEARS STAFF INTERNAL USE ONLY
GEARS PAYMENT INFORMATION

The information below is used by the DHS Bureau of Fiscal Services, GEARS Unit, to facilitate the processing and recording of payments made under this Agreement.

Agency #:	Agency Name:	Agency Type:	GEARS Contract Start Date	GEARS Contract End Date	Program Total Contract:	
472803	GREENFIELD D HD	460	7/1/2022	6/30/2024	\$62,237	
Profile ID#	Profile Name	Profile Note	Profile Current Amount	Profile Change Amount	Profile Total Amount	Funding Controls
155812	PH WORKFORCE		-	\$62,237	\$62,237	N/A
					\$62,237	

GEARS FEDERAL AWARD INFORMATION

DHS Profile Number	155812
FAIN	NU90TP922132
Federal Award Date	3/20/2023
Sub-award period of Performance Start Date	7/1/2022
Sub-award period of Performance End Date	6/30/2024
Amount of Federal Funds obligated (committed) by this action	\$62,237
Total Amount of Federal Funds obligated (committed)	\$62,237
Federal Award Project Description	Cooperative Agreement for Emergency Response: Public Health Crisis Response - 2018
Federal Awarding Agency Name (Department)	DHHS-CDC
DHS Awarding Official Name	Debra K. Standridge
DHS Awarding Official Contact Information	608-266-9622
Assistance Listing (formerly CFDA) Number	93.354
Assistance Listing (formerly CFDA) Name	Public Health Emergency Response: Cooperative Agreement for Emergency Response: Public Health Crisis Response
Total made available under each Federal award at the time of disbursement	\$35,053,171
R&D?	No
Indirect Cost Rate	6.9%

Local Public Health Agency Contract Objectives CDC Workforce Development Cooperative Agreement Budget Period: July 1, 2022 – June 30, 2024

CDC Workforce Development Contract Overview and Objectives

The Wisconsin Department of Health Services (DHS), Office of Preparedness and Emergency Health Care (OPEHC) has established the following objectives and deliverables for completion by local and tribal public health agencies (LTPHAs) during the performance period from July 1, 2022 to June 30, 2024 with the goal of improving Wisconsin local public health staffing capabilities.

Per federal direction and guidance, OPEHC anticipates that LTPHAs will establish, expand, train, and sustain the LTPHA public health workforce to support jurisdictional COVID-19 prevention, preparedness, response, and recovery initiatives, including school-based health programs. OPEHC expects public health agencies to use available funding to recruit, hire, and train personnel to address projected jurisdictional COVID-19 response needs over the performance period, including hiring personnel to build capacity to address LTPHA public health priorities deriving from COVID-19.

Funding can be used to hire personnel for roles that may range from senior leadership positions to early career or entry-level positions and may include, but is not limited to:

- Permanent full-time and part-time staff (which may include converting part-time positions to full-time positions during the performance period)
- Temporary or term-limited staff
- Fellows
- Interns
- Contractors or contracted employees

Allowable Costs

Following is a list of allowable and potential employment positions that may be considered, as well as supportive services that may be provided. This list is not exhaustive; OPEHC encourages recipients to think broadly and target hiring to meet their individual jurisdictional and local needs, as applicable.

1. The costs, including wages and benefits, related to recruiting, hiring, and training of individuals to serve as:
 - Professional or clinical staff, including public health physicians and nurses; mental or behavioral health specialists to support workforce and community resilience; social service specialists; vaccinators; or laboratory scientists or technicians;
 - Disease investigation staff, including epidemiologists; case investigators; contact tracers; or disease intervention specialists;

- School nurses and school-based health services personnel, including hiring school-based nurses, converting current nurses from part-time to full-time work, increasing hours, increasing nursing salaries or otherwise supporting retention efforts;
- Program staff, including program managers; communications and policy staff; logisticians; planning and exercise specialists; program evaluators; pandemic preparedness and response coordinators to support the current pandemic response and identify lessons learned to help prepare for possible future disease outbreaks; health equity officers or teams; data managers, including informaticians, data scientists, or data entry personnel; translation services; trainers or health educators; or other community health workers;
- Administrative staff, including human resources personnel; fiscal or grant managers; clerical staff; staff to track and report on hiring under this cooperative agreement; or others needed to ensure rapid hiring and procurement of goods and services and other administrative services associated with successfully managing multiple federal funding streams for the COVID-19 response; and
- Any other positions as may be required to prevent, prepare for, and respond to COVID-19.

These individuals may be employed by:

- LTPHA governments or their fiscal agents;
 - Schools, school boards, school districts, or appropriate entities for providing school-based health care;
 - Nonprofit private or public organizations or community-based organizations with demonstrated expertise in implementing public health programs and established relationships with LTPHAs, particularly in medically underserved areas; or
 - Employment agencies, contracted vendors, or other temporary staffing agencies.
2. Purchase of equipment and supplies necessary to support the expanded workforce including personal protective equipment, equipment needed to perform the duties of the position, computers, cell phones, internet costs, cybersecurity software, and other costs associated with support of the expanded workforce.
 3. Administrative support services necessary to implement activities funded under this section, including travel and training.

Allowable Activities

Following is a list of allowable activities that can be conducted to support the hiring, recruiting, and training of a public health workforce, as well as activities that can be completed by the public health workforce supported with this funding. This list is not exhaustive; OPEHC encourages recipients to meet their individual jurisdictional and local needs, as applicable.

- Using a variety of mechanisms to expand the public health workforce, including, but not limited to:
 - Forming partnerships with academic institutions, creating student internship or fellowship opportunities, and building graduation-to-workforce pipelines;

- Establishing partnerships with schools of public health, technical and administrative schools, and social services and social science programs; and
- Using temporary staffing or employment agencies.
- Using recent gap assessments to inform work plan activities and hiring goals. If a gap assessment is not readily available, funds can be used to conduct this activity.
- Using funds to conduct a workforce analysis to determine whether health departments were organized to maximum benefit for the COVID-19 response and how they may want to be reconstituted to prepare for future emergencies.
- Addressing community recovery and resilience needs to respond effectively to the COVID-19 pandemic and other biologic threats, including vaccine-related education.
- Making subawards or contracts to local schools or school districts to support school nurses and school-based health services.
 - LTPHAs are strongly encouraged to coordinate with the Wisconsin Department of Public Instruction, as DPI is also receiving an allocation of this grant and implementing a statewide strategy to implement school-based strategies.
- Awarding funds to schools of public health or private or public organizations with demonstrated expertise in implementing public health programs in medically underserved communities.
- Training and education for new and existing staff on topics such as incident management training, especially from a public health perspective and integration with emergency management; health equity issues and working with underserved populations; cultural competency; disease investigations; informatics or data management; or other needs identified by the jurisdiction.
 - This can also include training on incident management or emergency management roles for existing staff in other program areas who may be called upon to support the response.
- Developing, training, and equipping response-ready “strike force” teams capable of deploying rapidly to meet emergent needs.
- Ensuring a focus on diversity, health equity, and inclusion by delineating goals for hiring and training a diverse work force across all levels who are representative of, and have language competence for, the local communities they serve.
- Ensuring the systematic collection of information about the activities, characteristics, and outcomes of programs, including COVID-19 pandemic response efforts, to inform current program decisions, improve program effectiveness, and make decisions about future program development.

Deliverables

- LTPHAs will continue to use their originally submitted two-year budgets and work plans as a guideline for their grant activities, with an updated timeline of July 1, 2022 through June 30, 2024. Previously submitted and approved budgets can be found on the Partner Communication and Alerting (PCA) Portal.
 - To request access to the PCA Portal, please send an email to: DHSPCAPortal@wi.gov

- OPEHC allows LTPHAs to move up to 25 percent of their overall approved budget allocation between existing line items (within or between categories) without prior approval. Any change over 25 percent of the approved budget requires prior approval from OPEHC.
- Any budget change involving the addition of a new line item that did not appear in the initial approved budget requires prior approval from OPEHC.
- Any changes to contractors, such as identifying a supplier to update “to be named” on an initial budget, increases to contracted amount(s), or hiring new contractors that are not in the current approved budget require budget revisions.
- Whether or not a formal budget revision is required, grantees are advised to reflect changes in the REDCap reporting mechanism.
- Progress reports must be submitted by LTPHAs every six months. Progress reports must include hiring conducted under the contract. CDC is requiring OPEHC to report on all staff hired through these funds, including all LTPHA positions hired or contracted through this grant. LTPHAs will be required to report hiring across the categories of personnel described in the Allowable Costs section of this scope of work. Progress reports will also include measured progress against diversity/equity/inclusion (DEI) metrics determined by OPEHC and CDC. OPEHC will provide individual links to LTPHAs to complete this reporting via REDCap survey.

Special Provisions

Be aware that CDC may provide more guidance to states regarding this funding. Expect that OPEHC would convene local and tribal health officers to adapt to any changing grant requirements as well as strategize around alignment across funds.

American Rescue Plan Coronavirus Fiscal Recovery Funding

Local and Tribal Health Department Scope of Work

Funding Summary

The American Rescue Plan Act (ARPA) established the Coronavirus State Fiscal Recovery Fund (CSFRF) and Coronavirus Local Fiscal Recovery Funds (CLFRF), which provide a combined \$350 billion in assistance to eligible state, local, territorial, and Tribal governments to help turn the tide on the pandemic, address its economic fallout, and lay the foundation for a strong and equitable recovery. CSFRF authorizes States to transfer funds to private nonprofit organizations, Tribal governments, and units of State and local government. The ARPA Treasury Funds coming to Wisconsin are being allocated across many sectors. This particular allocation (\$58.4 million) is intended to support local and tribal health departments to meet their needs related to response and recovery from the COVID-19 pandemic.

Available Funding

From Wisconsin's CSFRF award, the Department of Health Services (DHS) is allocating \$58.4 million directly to local and tribal health departments for expenses incurred from March 3, 2021, through December 31, 2024. The State used a distribution formula that includes a base of \$250,000 per jurisdiction with the remainder distributed by population.

Funding Purpose

The Fiscal Recovery Funds provide resources to meet and address emergent public health needs, including measures to counter the spread of COVID-19, provision of care to those impacted by the virus, and programs or services that address disparities in public health that have been exacerbated by the pandemic.

COVID-19 Mitigation and Prevention

Enumerated eligible uses include: ✓ Vaccination programs, including vaccine incentives and vaccine sites ✓ Testing programs, equipment and sites ✓ Monitoring, contact tracing & public health surveillance (e.g., monitoring for variants) ✓ Public communication efforts ✓ Public health data systems ✓ COVID-19 prevention and treatment equipment, such as ventilators and ambulances ✓ Medical and PPE/protective supplies ✓ Support for isolation or quarantine ✓ Ventilation system installation and improvement ✓ Technical assistance on mitigation of COVID-19 threats to public health and safety ✓ Transportation to reach vaccination or testing sites, or other prevention and mitigation services for vulnerable populations ✓ Support for prevention, mitigation, or other services in congregate living facilities, public facilities, and schools ✓ Support for prevention and mitigation strategies in small businesses, nonprofits, and impacted industries ✓ Medical facilities generally dedicated to COVID-19 treatment and mitigation (e.g., ICUs, emergency rooms) ✓ Temporary medical facilities and other measures to increase COVID-19 treatment capacity ✓ Emergency operations centers & emergency response equipment (e.g., emergency response radio systems) ✓ Public telemedicine capabilities for COVID-19 related treatment.

Medical Expenses

Enumerated eligible uses include: ✓ Unreimbursed expenses for medical care for COVID-19 testing or treatment, such as uncompensated care costs for medical providers or out-of-pocket costs for individuals ✓ Paid family and medical leave for public employees to enable compliance with COVID-19 public health precautions ✓ Emergency medical response expenses ✓ Treatment of long-term symptoms or effects of COVID-19.

Behavioral health care, such as mental health treatment, substance use treatment, and other behavioral health services

Enumerated eligible uses include: ✓ Prevention, outpatient treatment, inpatient treatment, crisis care, diversion programs, outreach to individuals not yet engaged in treatment, harm reduction & long-term recovery support ✓ Enhanced behavioral health services in schools ✓ Services for pregnant women or infants born with neonatal abstinence syndrome ✓ Support for equitable access to reduce disparities in access to high-quality treatment ✓ Peer support groups, costs for residence in supportive housing or recovery housing, and the 988 National Suicide Prevention Lifeline or other hotline services ✓ Expansion of access to evidence-based services for opioid use disorder prevention, treatment, harm reduction, and recovery ✓ Behavioral health facilities & equipment.

Public Health and Safety Staff

Enumerated eligible uses include: ✓ Referrals to trauma recovery services for victims of crime ✓ Community violence intervention programs, including: • Evidence-based practices like focused deterrence, with wraparound services such as behavioral therapy, trauma recovery, job training, education, housing and relocation services, and financial assistance ✓ In communities experiencing increased gun violence due to the pandemic: • Law enforcement officers focused on advancing community policing • Enforcement efforts to reduce gun violence, including prosecution • Technology & equipment to support law enforcement response.

Covered Public Health and Safety Staff

- Employees of public health departments directly engaged in public health matters and related supervisory personnel.
- This includes payroll and covered benefits expenses for public health department staff to the extent that their services are devoted to mitigating or responding to the COVID-19 public health emergency.
- This can also include payroll, covered benefits, and other costs associated with rehiring public health staff up to the pre-pandemic staffing level of the government.

Improving the Design and Execution of Public Health Programs

- This includes engaging in planning and analysis to improve programs addressing the COVID-19 pandemic, including through the use of targeted consumer outreach, improvements to data or technology infrastructure, impact evaluations, and data analysis.
- Examples (provided by WALHDAB) that could be included:
Communicable Disease: Training public health on general communicable disease follow-up to quickly shift gears to respond to a pandemic. The pandemic showed us that public health

infrastructure has suffered over the years and the need for trained workers to step into contact tracing roles is essential.

Addressing administrative needs, including:

- Administrative costs for programs responding to the public health emergency and its economic impacts, including non-SLFRF and non-federally funded programs
- Address administrative needs caused or exacerbated by the pandemic, including addressing backlogs caused by shutdowns, increased repair or maintenance needs, and technology infrastructure to adapt government operations to the pandemic (e.g., video-conferencing software, data, and case management systems).

Addressing Disparities in Public Health Outcomes

- Activities are eligible if provided in a Qualified Census Tract (QCT); to families living in QCTs; to populations, households, or geographic areas disproportionately impacted by the pandemic (supported through data); or services provided by Tribal governments.
- This includes the activities that facilitate access to resources that improve health outcomes, including services that connect residents with healthcare resources and public assistance programs and build healthier environments, such as funding community health workers to help community members access health services and services to address social determinants of health; funding public benefits navigators to assist community members with benefits and services; housing services to support healthy living environments and neighborhoods; remediation of lead paint or other lead hazards to reduce the risk of elevated blood lead levels among children; and evidence-based community violence intervention programs to prevent violence and mitigate the increase in violence during the pandemic.
- This also includes promoting healthy childhood environments, such as new or expanded high-quality childcare to provide safe and supportive care for children; home visiting programs to provide structured visits from health, parent educators, and social service professionals; and enhanced services for child welfare-involved families and foster youth to provide support and training.
- Examples (provided by WALHDAB) that could be included. (Please note that within this category, eligibility is based on the first dot point above):
 - o Evaluate PH programs, performance measures and agency strategic plans by assessing the impacts of COVID-19 on our programs, performance measures, priorities, goals, and strategies.
 - o Continue to assess the impact of COVID on our program caseload but already know that some have been impacted more than others with an increasing caseload (WIC, STIs). Create one/some PHN or other public health positions to support these programs with service delivery as well as to support COVID surge and other preparedness response activities should our COVID caseloads increase as well.
 - o Strategies to address populations and programs most impacted by COVID include such areas as youth mental health, AODA, parenting, elder abuse, childhood immunizations, and reproductive health, including a focus on how to impact social determinants of health.

Capital Expenditures

- Prior approval for capital expenditures must be obtained by DHS. Grantees should email requests to DHSDPHBCDInvoices@dhs.wisconsin.gov and include justification for the expenditure.
- Recipients may use funds for programs, services, and capital expenditures that respond to the public health and negative economic impacts of the pandemic. Any use of funds in this category for a capital expenditure must comply with the capital expenditure requirements, in addition to other standards for use of funds.
- Capital expenditures are subject to the same eligibility standard as other eligible uses to respond to the pandemic's public health and economic impacts; specifically, they must be related and reasonably proportional to the pandemic impact identified and reasonably designed to benefit the impacted agency.
- In undertaking capital expenditures, recipients are encouraged to adhere to strong labor standards, including project labor agreements and community benefits agreements that offer wages at or above the prevailing rate and include local hire provisions. Recipients are encouraged to prioritize their procurement employers with high labor standards and to prioritize employers without recent violations of federal and state labor and employment laws.

The following capital projects are generally ineligible:

- Construction of new correctional facilities as a response to an increase in the rate of crime.
- Construction of new congregate facilities to decrease the spread of COVID-19 in the facility.
- Construction of convention centers, stadiums, or other large capital projects intended for general economic development or to aid impacted industries.

Requirements for Purchased Equipment using Federal Funds

By Treasury's requirements for equipment, to the greatest extent practicable, all equipment purchased with ARPA funds should be American-made. Treasury defines equipment as tangible, non-expendable personal property (including exempt property) charged directly to an award having a useful life of more than one year AND an acquisition cost of \$5,000 or more per unit. Subrecipient must maintain an equipment inventory list for all major equipment acquired or furnished under this funding with a unit acquisition cost of \$5,000 or more. At a minimum, the inventory list shall include the description of the item, manufacturer serial and/or identification number, acquisition date, and cost. This list should be maintained and supplied to DHS upon request for equipment inventory reporting purposes.

Allowable Expenses

- Eligible uses of this funding must be in response to COVID-19, or the harmful consequences of the economic disruptions resulting from or exacerbated by the COVID-19 public health emergency (as described above) and unduplicated with other funding sources. To assess whether costs would be eligible, health departments should identify the effect of COVID-19 on public health, including immediate effects and/or effects that may manifest over months or years, and assess how the activity would respond to or address the identified need.
- Payments under this award will be subject to the provisions of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR part

200) (the Uniform Guidance), including the cost principles and restrictions on general provisions for selected items of cost.

- Payments from the Fiscal Recovery Funds may be used only to cover costs incurred by the local or Tribal government by December 31, 2024.

Unallowable Expenses

Funds may not be used for any of the following:

- Extraordinary payments into pension funds to reduce an accrued, unfunded liability incurred before the start of the COVID-19 public health emergency and occurring outside the recipient's regular timing for making such payments. This does not include covered benefits that are part of payroll contributions for employee wages and salaries that are otherwise an eligible use of Fiscal Recovery Funds.
- Funds may not be used as non-Federal matches for other Federal programs whose statute or regulations bar the use of Federal funds to meet matching requirements (e.g., to satisfy Medicaid share).
- Funds may not be used to either directly or indirectly offset a reduction in the tax revenue of the jurisdiction resulting from a covered change during the covered period.

Contracting

The funds will be allocated through the [Grant Enrollment, Application and Reporting System \(GEARS\)](#). Expenses should be reported through the GEARS expense reporting process monthly.

- The [GEARS expense report](#) and the ARPA Monthly Financial & Progress Report (MFPR) must be completed monthly and emailed to dhs600rcars@dhs.wisconsin.gov with a copy to DHSDPHBCDInvoices@dhs.wisconsin.gov.
 - o If the grantee does not have expenses for a specific month, a GEARS expense report does not need to be submitted; however, the ARPA MFRP still needs to be submitted monthly for \$0 expense months to DHSDPHBCDInvoices@dhs.wisconsin.gov.
- Local health departments will report on profile 155811 and tribal health departments will report on profile 65811 for GEARS contract year 2024.

Federal Cost Principles: as a subrecipient of federal funds, the subrecipient is required to adhere to the following federal regulations: OMG Guidance – 2 CFR Part 200 – Cost Principles, and Audit Requirements for Federal Awards. This guidance can be found at:

https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl

Eligible costs must be incurred between March 3, 2021, and December 31, 2024. Final GEARS expense reports will be due no later than February 14, 2025. Expense reports submitted after February 14, 2025, will not be reimbursed. DHS will review total expenditures submitted by June 30, 2024 and assess underspending. DHS reserves the right to work with subrecipients and pull back underspending if there is not a plan in place to spend by December 31, 2024.

By signing the modification, the local or tribal health department is accepting receipt of the funds, signaling their intention to engage in any number of the eligible activities described above, and the terms included in the revised scope. Each jurisdiction can partner with another jurisdiction.

Reporting Requirements

To meet reporting requirements, local and tribal health departments will be required to submit the following reports to DHS by the dates specified below. Failure to deliver reports by due dates may delay payments.

	Due
GEARS Expenditure Reports	Monthly
ARPA Monthly Financial & Progress Report (MFPR)	Monthly

Invoice and Payment Schedule

The subrecipient shall only submit invoices/expenditure reports to DHS for qualifying approved expenses that comply with services rendered by the terms and conditions of this Agreement/Contract.

- The subrecipient shall submit [GEARS expense reports](#) and the ARPA MFRP to DHS via email dhs600rcars@dhs.wisconsin.gov with a copy to DHSDPHBCDInvoices@dhs.wisconsin.gov.
 - o If the grantee does not have expenses for a specific month, a GEARS expense report does not need to be submitted; however, the ARPA MFRP still needs to be submitted monthly for \$0 expense to DHSDPHBCDInvoices@dhs.wisconsin.gov.
- Local health departments will report on profile 155811 and tribal health departments will report on profile 65811 for GEARS contract year 2024.
- Reports must include the subrecipient's name, deliverable/services being invoiced, period rendered, staff hours and any other requirements in the reporting template.
- Reports will be itemized by the line items identified in the budget categories listed on the reporting template.
- Subrecipient's invoice must be approved by DHS before payment will be made. Such approval will not be unreasonably withheld or delayed. Reports and payment requests submitted by any other means may delay processing and validation.
- A final invoice at the termination of the contract will be submitted within forty-five (45) days of the end of the contract and be labeled "final invoice."
- Expense reports submitted after February 14, 2025, will not be reimbursed.

Special Provisions

Be aware that Treasury may provide more guidance to states regarding this funding. Expect that DHS would convene local and tribal health officers to adapt to any changing grant requirements as well as strategize around alignment across funds.

Contact

If you have any questions regarding this funding including allowable uses of funding, requests for purchasing of equipment, GEARS reporting requirements, or other questions, please send them to the ARPA Budget and Policy Analyst Kristen Siegel at DHSDPHBCDInvoices@dhs.wisconsin.gov.

Federal Award Information

FAIN (Federal Award Identification Number)	SLFRP0135
Federal Award Date	03/03/2021
Subaward period of Performance Start Date	03/03/2021
Subaward period of Performance End Date	12/31/2024
Amount of Federal Funds obligated (committed) by this action	N/A
Total Amount of Federal Funds obligated (committed)	See Contract
Federal Award Project Description	The Coronavirus State and Local Fiscal Recovery Funds provide a substantial infusion of resources to help turn the tide on the pandemic, address its economic fallout, and lay the foundation for a strong and equitable recovery.
Federal Awarding Agency Name (Department)	U.S. Department of the Treasury
DHS Awarding Official Name	DHS Deputy Secretary, Debra K. Standridge
DHS Awarding Official Contact Information	DHSContractCentral@dhs.wisconsin.gov
Assistance Listing Number	21.027
Assistance Listing Name	Coronavirus State and Local Fiscal Recovery Funds
Total made available under each Federal award at the time of disbursement	\$1,266,580,313.25
R&D?	No
DPH Indirect Cost Rate	N/A

Certificate Of Completion

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Madison, WI 53703

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Cody Wagner

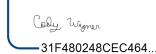
CodyW.Wagner@dhs.wisconsin.gov

Office of Legal Counsel

Wisconsin Department of Health Services

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(None)**Signature**

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Signed: 7/24/2023 9:20:16 AM

Electronic Record and Signature Disclosure:

Not Offered via DocuSign

Abby Gorecki

abby.gorecki@greenfieldwi.us

Interim Health Officer

Security Level: Email, Account Authentication
(None)

Sent: 7/24/2023 9:20:18 AM

Viewed: 7/24/2023 10:01:18 AM

Electronic Record and Signature Disclosure:

Accepted: 7/24/2023 10:01:18 AM

ID: 61843135-ad9a-4e4e-a90c-e0062e473bc9

Anna Benton

anna.benton@dhs.wisconsin.gov

Security Level: Email, Account Authentication
(None)**Electronic Record and Signature Disclosure:**

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In Person Signer Events**Signature****Timestamp****Editor Delivery Events****Status****Timestamp****Agent Delivery Events****Status****Timestamp****Intermediary Delivery Events****Status****Timestamp****Certified Delivery Events****Status****Timestamp****Carbon Copy Events****Status****Timestamp**

Carbon Copy Events	Status	Timestamp
CARS Contracts DHSCARSContracts@dhs.wisconsin.gov Wisconsin Department of Health Services Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	COPIED	Sent: 7/21/2023 3:16:28 PM
DPH Contracts DHSDPHContracts@dhs.wisconsin.gov DPH Contracts Shared Account Wisconsin Department of Health Services Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	COPIED	Sent: 7/21/2023 3:16:29 PM
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	7/21/2023 3:16:29 PM
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, Wisconsin Department of Health Services (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

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At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact Wisconsin Department of Health Services:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: DHSCentral@dhs.wisconsin.gov

To advise Wisconsin Department of Health Services of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at DHSCentral@dhs.wisconsin.gov and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from Wisconsin Department of Health Services

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to DHSCentral@dhs.wisconsin.gov and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with Wisconsin Department of Health Services

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to DHSCContractCentral@dhs.wisconsin.gov and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

By selecting the check-box next to 'I agree to use electronic records and signatures', you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify Wisconsin Department of Health Services as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by Wisconsin Department of Health Services during the course of your relationship with Wisconsin Department of Health Services.

JUNE 2023
INVESTMENTS

Institution	Princ Amt Invested	Investment Date	Maturity Date	Yield	Interest Earned	ID #
Money Mkt/Tri-City Bank	\$735,833.98	12/31/2001	variable		\$59.01	21901270
Ehlers Investment Partners X-2055705 GRD GEN INV	\$6,554,325.95	12/9/2014	variable			
Ehlers Investment Partners X- GRD 2021A INV	\$145,843.71					
Ehlers Investment Partners X- GRD 2021B	\$744,209.26	7/1/2021	variable			
Ehlers Investment Partnes X - ARPA	\$2,969,880.26					
Ehlers Investment Partnes X - 2022A X-3025	\$1,513,919.07					
Associated Bank Investments	\$6,291,670.60	3/15/2022	variable			
Totals	\$18,955,682.83				\$59.01	

LOCAL GOVERNMENT INVESTMENT POOL

June 2023 Statement

May Ending Balance	\$	34,689,431.62
2 Deposit (s) in June		1,839,550.05
1 Withdrawal(s) in June		3,000,000.00
June Interest Earnings @ 5.09%		144,917.91
TOTAL	\$	33,673,899.58

ACCOUNT CLASSIFICA AND FUNCTION		2022 ACTIVITY	2023 ORIGINAL BUDGET	2023 ACTIVITY THRU 06/30/23	BALANCE REMAINING
DESCRIPTION					
ESTIMATED REVENUES					
TAXES	TAXES	19,668,963	20,139,625	20,146,024	(6,399.00)
INTGOV	INTERGOVERNMENTAL	4,201,440	4,180,894	1,059,993	3,120,901.00
L&P	LICENSES AND PERMITS	1,298,719	1,219,300	668,827	550,473.00
FINES	FINES-FORFEITS-PENALTIES	690,209	803,000	478,575	324,425.00
CHRG	PUBLIC CHARGE FOR SERVICE	2,120,576	1,960,500	1,227,669	732,831.00
INT CHRG	INTERGOVERNMENTAL CHARGES	1,365,014	1,353,727	705,508	648,219.00
MISC REV	MISCELLANEOUS REVENUE	370,911	382,969	298,951	84,018.00
OTH FIN	OTHER FINANCING SOURCES	73,705	748,276		748,276.00
TOTAL ESTIMATED REVENUES		29,789,537	30,788,291	24,585,547	6,202,744.00
APPROPRIATIONS					
GENERAL	GENERAL GOVERNMENT	3,831,659	4,051,447	2,102,279	1,949,168.00
PS	PUBLIC SAFETY	19,126,618	20,227,742	9,149,561	11,078,181.00
PW	PUBLIC WORKS	3,874,226	3,981,096	2,300,192	1,680,904.00
HHS	HEALTH AND HUMAN SERVICES	911,629	976,750	330,598	646,152.00
CRE	CULTURE, REC AND EDUCATION	1,139,612	1,293,176	518,607	774,569.00
PD	PLANNING AND DEVELOPMENT	200,050	243,080	86,990	156,090.00
OTHER	OTHER FINANCING SOURCES(USES)	360,558	15,000	84,118	(69,118.00)
TOTAL APPROPRIATIONS		29,444,352	30,788,291	14,572,345	16,215,946.00
NET OF REVENUES/APPROPRIATIONS - FUND 010		345,185		10,013,202	10,013,202.00
BEGINNING FUND BALANCE		9,115,224	9,460,411	9,460,411	
ENDING FUND BALANCE		9,460,409	9,460,411	19,473,613	

PACKETS FOR WEDNESDAY, 8 / 9 / 2023 FINANCE MEETING

AP DISBURSEMENT SCHEDULES:

AP CHECKS	7/14/2023	\$	504,451.30
AP CHECK	7/21/2023	\$	180,298.57
AP CHECKS	7/28/2023	\$	2,364,541.30
AP CHECKS	8/4/2023	\$	202,322.16
AP CHECKS - add'l ck run	8/4/2023	\$	890.03
WIRE TRANSFERS - JULY 2023	7/31/2023	\$	4,992,936.68
P-CARDS - JUNE 2023		\$	193,522.51
		TOTAL \$	8,438,962.55

CC: PAULA

CC: FINANCE FOLDER



Committee: Common Council

Item Number:

Introduced By: Mayor Neitzke/Julie Foley

Date Introduced: 08/15/2023

RELATING TO:

Discussion and Decision to approve an agreement between the City of Greenfield and Software Expressions for purposes of health records data migration

SUMMARY:

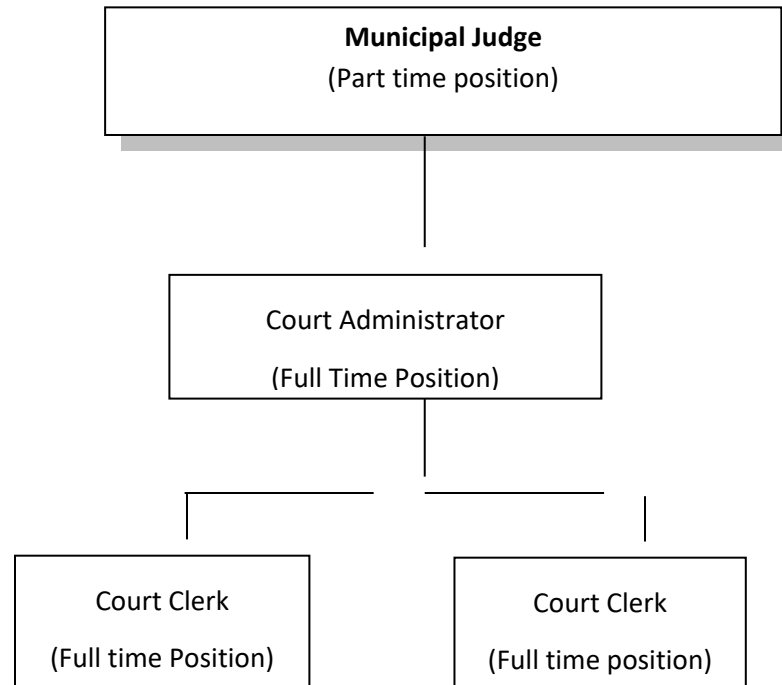
The purpose of this contract & agreement is to convert our electronic medical records, from our previous company Software Expressions that we used for electronic health records, and moving towards CHAMPS system. This cost is associated with Software Expressions transferring over the data to CHAMPS software. The total cost of the conversion project is \$7,910.00 and Software Expressions expects 75% due upon proposal acceptance and 25% due upon installation of conversion. The cost of the project will be paid through ARPA funding.

Recommendation: Approve Agreement

ATTACHMENTS: KEY ISSUES ___ BACKGROUND ___ RESOLUTION ___ FISCAL NOTE ___
MOTION ___ OTHER ___

CITY OF GREENFIELD

MUNICIPAL COURT



CITY OF GREENFIELD

MUNICIPAL COURT

