

**VILLAGE OF GERMANTOWN**  
**N112 W17001 MEQUON ROAD**  
**GERMANTOWN, WI 53022**

MEETING: **PUBLIC SAFETY COMMITTEE**

DATE AND TIME: **MONDAY, JUNE 1, 2015** **5:30 p.m.**

LOCATION: **Village Hall Board Room**  
**N112 W17001 Mequon Road**

- I. **CALL TO ORDER:** This meeting has been given public notice in accordance with Wisconsin Statutes, Section 19.83 and 19.84 in such form that will apprise the general public and news media of subject matter that is intended for discussion and action.
- II. **ROLL CALL:** Chairperson Hughes, Trustees Baum, Daniels and Myers.
- III. **PUBLIC COMMENT:** *Please be advised per State Statute Section 19.84(2), information will be received from the public. It is the policy of this municipality that there be a three minute time period, per person, with time extensions per the Chief Presiding Officer's discretion; be further advised that there may be limited discussion on the information received. However, NO ACTION will be taken under public comments.*
- IV. **APPROVAL OF MINUTES:** May 4, 2015 meeting
- V. **REPORTS:**
- A. Police Department
    - 1. Monthly
  - B. Fire Department
    - 1. Monthly
  - C. Overtime Reports
    - 1. Police Department
    - 2. Fire Department
  - D. Policy Updates
    - 1. Police Department:
      - a. Computer Procedures
      - b. Social Media
    - 2. Fire Department –
      - a. Policy and Procedures Manual: Sections 0101.01 – 0202.08

VI. **UNFINISHED BUSINESS:**

- A. Application for Amendment of "Class B" License for Outside Premises Extension, Bubs Irish Pub, N116 W16218 Main St., May 19 through October 31 from 12:00 p.m. to 10:00 p.m. (conditional on Planning Dept./Plan Commission approvals)
- B. Barley Pop Brew Haus, LLC, Deborah Reinbold, Agent, 1388 Parkview Drive, Hubertus, WI, 53033, d/b/a **Barley Pop Pub & Restaurant**, N116 W16137 Main Street, Germantown, WI, 53022. (includes Brew Haus and fenced outside extension on north side of building to be open until 10:00 p.m. and outside extension July 4, 2015 from the east end of the building to the western end, all the way to the sidewalk, during the July 4<sup>th</sup> parade beginning at noon)

VII. **NEW BUSINESS:**

***All license approvals to be conditional upon compliance of all code violations/requirements and monies owed to the village paid prior to issuance of licenses in addition to any other conditions noted.***

- A. Amusement Arcade License Renewals July 1, 2015 – June 30, 2016:
  - 1. Barley Pop Brew Haus LLC, d/b/a Barley Pop Pub & Restaurant, N116 W16137 Main Street, 16 devices
  - 2. Bubs on Main LLC, d/b/a Bubs Irish Pub, N116 W16218 Main Street, 16 devices
  - 3. Maple Road, LLC, d/b/a Buzdum's Pub, W188 N10515 Maple Road, 12 devices
  - 4. Eastern Kettle Moraine Moose Lodge, d/b/a E.K.M. Moose Lodge #1238, W198 N10217 Appleton Avenue, 16 devices
  - 5. JK GAM, LLC, d/b/a Gamroth's Kuhburg Junction, W140 N10385 Fond du Lac Avenue, 8 devices
  - 6. Northridge Automotive Enterprises, Inc., d/b/a Ivey's at Main, W157 N11618 Fond du Lac Avenue, 8 devices
  - 7. Robin Bird LLC, d/b/a Sports Corner Bar & Grill, W187 N12793 Fond du Lac Avenue, 13 devices
- B. **"Class B" Fermented Malt Beverage and Intoxicating Liquor Licenses – July 1, 2015 – June 30, 2016:**
  - (Renewal)** Barley Pop Brew Haus LLC, Deborah Reinbold, Agent, 1388 Parkview Dr., Hubertus, WI 53033, d/b/a **Barley Pop Pub & Restaurant**, N116 W16137 Main St., Germantown, WI 53022, (includes Brew Haus and fenced outside extension on north side of building to be open until 10:00 p.m. and outside extension July 4, 2015 from the east end of the building to the western end, all the way to the sidewalk, during the July 4<sup>th</sup> parade beginning at noon).
  - (Renewal)** Bubs on Main, LLC, Scott H. Pecor, Agent, 306 W. Ravine Baye, Bayside, WI, 53217, d/b/a **Bubs Irish Pub**, N116 W16218 Main Street, Germantown, WI, 53022.
  - (Renewal)** Germantown American Legion Post #1, Inc., James A. Heimann, Agent, 2584 Country Aire, Cedarburg, WI 53012, d/b/a **Germantown American Legion Post #1**, N120 W15932 Freistadt Road, Germantown, WI 53022

**VII. NEW BUSINESS continued:**

- C. **"Class A" Fermented Malt Beverage and Intoxicating Liquor Licenses– July 1, 2015 – June 30, 2016:**  
(New) NSM Enterprises LLC, Naseem Abbas, Agent, N114 W15775 Sylvan Cir., #20, Germantown, WI 53022 d/b/a **Willow Creek BP**, W201 N10451 Appleton Avenue, Germantown, WI 53022.
- D. **Class "A" Fermented Malt Beverage Licenses– July 1, 2015 – June 30, 2016:**  
(Renewal) Speedway, LLC, Kimberly L. Doran, Agent, N108 W16526 Carriage Ave., Germantown, WI 53022 d/b/a **Speedway #4465**, W178 N9653 Riversbend Lane, Germantown, WI 53022  
(Renewal) Speedway, LLC, Mary E. Wicklander, Agent, W226 N7256 Woodland Creek Dr., Sussex, WI 53089, d/b/a **Speedway #4495**, W164 N11233 Squire Drive, Germantown, WI 53022
- E. **"Class B" Winery License – July 1, 2015 – June 30, 2016:**  
(Renewal) Apple Works Winery LLC, Kevin H. Behnke, Agent, W179 N12536 Fond Du Lac Ave., Germantown, WI 53022 d/b/a Apple Works Winery/Behnke Estates, W179 N12536 Fond Du Lac Ave., Germantown, WI 53022 (Includes an Outside Premises Extension which includes an outdoor patio area and tent until 9:00 p.m.)
- F. Application for Amendment of "Class B" Fermented Malt Beverage & Intoxicating Liquor License Outside Premises Extension, Gamroth's Kuhburg Junction, W140 N10385 Fond Du Lac Ave., Germantown WI, 20' x 30' tent, back yard area, southwest of building, June 27, 2015, 2:00 p.m. – 10:00 p.m
- G. Request Approval to Purchase Squad Computers
- H. Replacement for Officer Vacancy
- I. Update on Emergency Repair of Transmission on Truck 1771 (2001 Pierce Ladder Truck)
- J. Purchase of Computer for Fire Chief's New Vehicle

**VIII. NEXT MEETING:** Set July 2015 Meeting Date and Time

**IX. ADJOURNMENT:**

*UPON REASONABLE NOTICE, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service please contact the Village Clerk at (262)250-4740 at least 2 days prior to the meeting.*

*NOTICE is given that a majority of the Village Board may attend this meeting to gather information about an agenda item over which they have decision making responsibility. This may constitute a meeting of the Village Board per State ex rel. Badke v. Greendale Village Board, even though the Village Board will not take formal action at this meeting.*

**MEETING MINUTES  
PUBLIC SAFETY COMMITTEE MEETING  
MAY 4, 2015  
GERMANTOWN VILLAGE HALL BOARD ROOM**

CALL: The meeting was called to order at 5:34 p.m. by Chairman Hughes.

ROLL CALL: Chairman Hughes and Trustee Daniels. Trustees Baum and Myers were absent and excused. Chairman Hughes requested that Trustee Zabel join the committee so there would be a quorum.

Also present were Police Chief Hoell, Police Captain Snow, Fire Chief Weiss, Deputy Fire Chief Maury and Clerk Goeckner.

PUBLIC COMMENT: no discussion.

APPROVAL OF MINUTES: a motion was made by Daniels, seconded by Zabel, to approve the minutes of the April 6, 2015 Public Safety Committee Meeting. Motion carried unanimously.

POLICE DEPARTMENT MONTHLY REPORT: Hoell reported on the following:

- Public Service Announcement re: street racing
- Youth Drug Trends parent presentation at KMS on May 7<sup>th</sup>
- Drug Drop at the police department on May 16<sup>th</sup>
- Crime alert regarding vehicle break-ins was posted
- DARE graduations at County Line School and MacArthur School
- Youth Futures scrap drive
- Fatal fire still under investigation by State Fire Marshal's Office
- Second week of April was National Public Safety Telecommunications Week
- Facebook post aided in identifying an elderly woman with dementia
- Officer Olson received the American Legion Post 1 Officer of the Year Award

FIRE DEPARTMENT MONTHLY REPORT: Weiss reported on the following:

- Their numbers are consistently high for their Calls for Service
- Fire inspections are continuing
- Customer service contacts are good
- May 17<sup>th</sup> begins National EMS Week to honor the work that they do
- American Legion awards were presented to Mike Maury and Vicki O'Shea
- They are 71 calls ahead of last year's numbers for total responses for Fire and EMS

FIRE DEPARTMENT ANNUAL REPORT: Weiss reported that in 2014 they had 12 cardiac arrests with 4 saves which is above the national average and that these saves happened when the fire station was staffed. Zabel questioned the times of the other occurrences, Weiss did not have that information. Hughes added there could have been other unknown factors with the other occurrences such as a delay in the incident being called in.

POLICY UPDATES : USE OF DISCRETION and STRIP SEARCHES - Police Department. Hoell advised these policies were updated and there had been no major changes to either.

Fire Department - Weiss stated their policy updates were being put on disk and would be ready for the committee to review at next month's meeting.

OVERTIME REPORTS FOR POLICE & FIRE DEPARTMENT: Hoell stated they would start seeing increases in the numbers due to overtime generated by the traffic grants, but that cost is reimbursed by the state. He added the overtime was otherwise on track.

Weiss stated the fire department was tracking where expected and was showing some increases due to resignations and the fatal fire call.

NEW BUSINESS: Hughes noted that all license approvals would be conditional upon compliance of all code violations/requirements and monies owed to the village paid prior to issuance of licenses in addition to any other conditions noted.

APPLICATION FOR ANIMAL FANCIER'S ESTABLISHMENT, MARK WALLACE & MELANIE SMYTHE, N140 W17938 CEDAR LANE, 4 DOGS: motion was made by Zabel, seconded by Daniels, to recommend approval for the animal fancier's license to Mark and Melanie Smythe. No objections from Hoell and Weiss. Motion carried unanimously.

APPLICATIONS FOR DANCE LICENSES, DHEINSVILLE OLDE TIME BIER GARDEN, GERMANTOWN HISTORICAL SOCIETY, DHEINSVILLE PARK AT N128 W18780 HOLY HILL ROAD, GERMANTOWN FOR 05/30/15, 06/27/15, 07/25/15 AND 08/29/15 FROM 12:00PM - 9:00PM: motion was made by Daniels, seconded by Zabel, to forward these dance license applications for Dheinsville Old Time Bier Garden to Village Board with a recommendation of approval. No objections from Hoell and Weiss. Motion carried unanimously.

APPLICATION FOR DANCE LICENSE, OKTOBERFEST, GERMANTOWN HISTORICAL SOCIETY, N128 W18780 HOLY HILL ROAD, GERMANTOWN, SEPT. 26-27, 2015 11:00AM - 11:00PM: motion was made by Zabel, seconded by Daniels, to forward this dance license application for Oktoberfest to Village Board with a recommendation of approval. There were no objections from Hoell and Weiss. Motion carried unanimously.

APPLICATION FOR AMENDMENT OF CLASS B LICENSE FOR OUTSIDE PREMISES EXTENSION, BUBS IRISH PUB, N116 W16218 MAIN ST., MAY 19 - OCT. 31, 2015 FROM 12:00PM - 10:00PM, CONDITIONAL UPON PLANNING DEPT. /PLAN COMMISSION APPROVAL: motion was made by Daniels, seconded by Zabel, to postpone a decision on this application from Bubs Irish Pub for one month and to wait for this application to go before the Planning Department and Plan Commission for their approval. Motion carried unanimously.

#### CLASS B FERMENTED MALT BEVERAGE AND INTOXICATING LIQUOR LICENSES

1. Aldo's Pizza & Pub, Dwayne Ketterer, W156 N11058 Pilgrim Road, includes outside dining area in front of building to be open until 10PM, outside extension into parking lot for classic car cruise night on Tuesdays 5PM - 9PM, July 1 - Sept. 30, 2015 & May 25 - June 30, 2016
2. Barley Pop Brew Haus, Deborah Reinbold, d/b/a Barley Pop Pub & Restaurant, N116 W16137 Main St., Germantown, includes Brew Haus and fenced outside extension north side of building, open until 10PM and outside extension July 4<sup>th</sup> from east end of building to west end, to sidewalk, beginning at noon for parade
3. WI Bier Stube LLC, Charles Hastings, d/b/a Von Rothenburg Bier Stube, N116 W15863 Main St. Germantown, includes outside fenced beer garden extended to parking lot until 10PM

4. Blackstone Creek Golf Club Ltd., Troy Schmidt, N112 W17300 Mequon Rd. Germantown, includes golf course property
5. Blazin Wings Inc. Jillian Cabanatuan, d/b/a Buffalo Wild Wings, N96 W17990 County Line Road, Germantown, includes attached patio with hours restricted between 10PM - 8AM
6. Maple Road LLC, Radomir Buzdum, d/b/a Buzdum's Pub & Grill, W188 N10515 Maple Road, Germantown, includes outdoor patio area, bleacher area until 9PM
7. ERJ Dining III, Paul Thompson, d/b/a Chili's Grill & Bar, N96 W18640 County Line Road, Germantown
8. Eastern Kettle Moraine Moose Lodge #1238, Dan Frailing, W198 N10217 Appleton Ave., Germantown, includes outside pavilion and open area for picnics, buildings to be open until 10PM
9. Florian Park Inc., Ryan Rahl, d/b/a Florian Park Conference & Event Center, N111 W18611 Mequon Road, Germantown, includes outside premise to be open until 10PM and outdoor designated smoking area north of property
10. JK Gam LLC, Jon Gamroth, d/b/a Gamroth's Kuhburg Junction, W140 N10385 Fond du Lac Ave., Germantown
11. Northridge Automotive Enterprises Inc., David Iverson, d/b/a Ivey's at Main, W157 N11618 Fond du Lac Ave. Germantown, includes outside patio front of building until 10PM
12. Gerald Wagner, d/b/a KJ's Bar & Grill, N112 W21209 Mequon Rd., Germantown, includes outside deck open until 10PM
13. La Chimenea LLC, Ricardo Jimenez, N112 W15251 Mequon Rd. Germantown, includes outside patio open until 10PM
14. Lone Star LLC, Karen Pritzlaff, W204 N11912 Goldendale Rd., Germantown, includes horseshoe courts, path, outside fenced area open until 10PM & outside front porch
15. Metro Cigars LLC, Jennifer Groh, W183 N9606 Appleton Ave. #104, Germantown
16. Nardo's Passport Inn, Christopher Mastronardo, W204 N11498 Goldendale Rd., Germantown, includes outside area to be open until 10PM
17. Old Town Inn, Charles Hastings, N116 W15841 Main Street, Germantown, includes outdoor deck open until 10PM
18. Riversbend Country Club, Charles Schmit, d/b/a Riversbend Golf Club, N96 W18034 County Line Rd., Germantown, includes 36' trailer and service on course from motorized beverage cart
19. K&K Acquisitions LLC, Kristine Gintner, d/b/a Sheer Lounge, N112 W16560 Mequon Rd., Germantown, includes outside premise extension on sidewalk from 3PM - 10PM
20. Robin L. Bird, LLC, Robin Bird, d/b/a Sports Corner Bar & Grill, W187 N12793 Fond du Lac Ave. Germantown, includes outside volleyball courts, smoking room open until 10PM
21. Christine A. Brockman, d/b/a Tiny T's, W157 N11638 Fond du Lac Ave., Germantown, includes fenced outside premise on July 4<sup>th</sup>

A motion was made by Daniels, seconded by Zabel, to approve the above listed license applications with the exception of item 2, Barley Pop Brew Haus, and forward to Village Board with a recommendation of approval with the condition that there is compliance with all code violations and requirements, and all monies owed to the village are paid prior to issuance of licenses. There were no objections from Hoell and Weiss. Motion carried unanimously.

A motion was made by Zabel, seconded by Daniels, to postpone discussion of the license application for Barley Pop Brew Haus for one month. Goeckner advised there were corrections that needed to be made on the license application. Motion to postpone carried unanimously.

CLASS B FERMENTED MALT BEVERAGE AND CLASS C WINE LICENSES:

1. Zhengren Zheng, d/b/a China Kitchen, N112 W16560 Mequon Rd., Germantown
2. Hung Hao LLC, Hung D. Lu, d/b/a Hung Hao Restaurant, N112 W15800 Mequon Rd., Germantown

A motion was made by Daniels, seconded by Zabel, to forward the above listed Class B Fermented Malt Beverage & Class C Wine License applications to Village Board with a positive recommendation. No objections from Hoell and Weiss. Motion carried unanimously.

CLASS B FERMENTED MALT BEVERAGE LICENSES:

1. Marko's Pizza of Germantown, Mark Caldwell, W156 N9664 Pilgrim Rd., Germantown
2. PH Hospitality Group LLC, Richard Tomczek, d/b/a Pizza Hut, N112 W15800 Mequon Rd., Germantown

A motion was made by Daniels, seconded by Zabel, to forward the above listed Class B Fermented Malt Beverage License applications to Village Board with a positive recommendation. No objections from Hoell and Weiss. Motion carried unanimously.

CLASS A FERMENTED MALT BEVERAGE AND INTOXICATING LIQUOR LICENSES

1. Aldi Inc., Lucy Scharrer, d/b/a Aldi #67, N96 W18838 County Line Rd., Germantown
2. Cost Plus, Inc., Dean Zachman, d/b/a Cost Plus World Market, N96W18970 County Line Rd., Germantown
3. Colgate Gas Inc., Didar Singh, d/b/a County Line BP, N96 W21962 County Line Rd., Germantown
4. Ultra Mart Foods, LLC, Patricia Chastain, d/b/a Pick n Save, N112 W16200 Mequon Rd., Germantown
5. Sendik's Germantown LLC, Theodore Balistreri, d/b/a Sendik's Food Market, N112 W15800 Mequon Rd., Germantown
6. Walmart Stores East LP, Duane van Straten, d/b/a Walmart #1515, W190 N9855 Appleton Ave., Germantown
7. Kalim Beg, d/b/a KAL Service Willow Creek BP, W201 N10451 Appleton Ave., Germantown

A motion was made by Daniels, seconded by Zabel, to forward the above listed Class A fermented Malt Beverage and Intoxicating Liquor License applications to Village Board with a positive recommendation. No objections from Hoell and Weiss. Motion carried unanimously.

CLASS A FERMENTED MALT BEVERAGE LICENSES

1. Kwik Trip Inc., Bethany Ohde, d/b/a Kwik Trip #631, W188 N10963 Maple Rd., Germantown
2. B&B Inc. of Milwaukee, Asif Vadsaria, d/b/a Quick Pick Food Mart, N128 W21760 Holy Hill Rd., Richfield

A motion was made by Daniels, seconded by Zabel, to forward the above listed Class A Fermented Malt Beverage License applications to Village Board with a recommendation of approval. No objections from Hoell and Weiss. Motion carried unanimously.

REQUEST TO REPLACE DUTY AMMUNITION - POLICE DEPARTMENT: Snow advised the department was requesting to purchase ammunition for their Smith & Wesson and the M4 Carbines to replace expired ammunition. He advised the total cost would be \$5040.96 and the department would offset that amount with the proceeds from the sale of old rifles through the Wisconsin Municipal Auction site for a total of \$4700. He stated the remaining amount owed for the ammunition would be taken from the protective supplies account, 10-521-530-3820.

A motion was made by Zabel, seconded by Daniels, to forward this purchase request as indicated by staff to Village Board with a recommendation of approval. Motion carried unanimously.

OFFICER/LIEUTENANT CAPTAIN VACANCY - POLICE DEPARTMENT: Hoell requested approval for the replacement of two officers who will be retiring later this year, a lieutenant and a captain. He advised that due to the promotional procedure to fill these two vacancies, there would be two open officer positions that he would like to fill and the list of eligible candidates from the last hiring still has potential candidates. Hoell indicated that pending the approval of the Police and Fire Commission, he would like to change the second captain's position back to a lieutenant's position, which would result in a salary savings and provide better shift coverage.

Discussion followed with Zabel stating that the backup materials did not include a job description for lieutenants and captains and he would like to see that additional information. A motion was made by Daniels, seconded by Zabel, to forward this request to Village Board with a positive recommendation. Motion carried 2-1 with Hughes and Daniels voting aye, and Zabel voting nay.

EMPLOYEE VACANCY REPLACEMENT REQUEST - FIRE DEPARTMENT: a motion was made by Zabel, seconded by Daniels, to forward this request to fill a vacancy for a regular part time firefighter/EMT to Village Board with a recommendation of approval. Motion carried unanimously.

REQUEST TO PURCHASE FORD EXPLORER - FIRE DEPARTMENT: Weiss stated they had budgeted for one staff vehicle and received a price quote from Ewald Automotive Group for the same vehicle the police department had received approval for, the Ford AWD Utility Interceptor. Weiss stated the only difference was that the vehicle he would be asking for was a 2016 model instead of 2015. The price quote from Ewald was \$28,204.00. Weiss stated the other two vendors he had requested bids from had not yet responded.

A motion was made by Zabel, seconded by Daniels, to forward this purchase request for the 2016 Ford Explorer to Village Board with a positive recommendation to accept the bid as presented with the contingency that if either of the other two bids comes in at a lower price, that bid will be considered by the Board. Motion carried unanimously.

NEXT MEETING: Monday, June 1, 2015 at 5:30 p.m. at the Village Hall Board Room.

ADJOURNMENT: There being no further business, the meeting was adjourned at 6:25 p.m.

Recorded by,



Julie L. Barth  
Secretary

V.C

Overtime Report for Police & Fire Departments

2015 Year to date through:

10-May-15

| 2015          |                     |                     |                       |                      |                | 2014                |                      |                                 |                        |
|---------------|---------------------|---------------------|-----------------------|----------------------|----------------|---------------------|----------------------|---------------------------------|------------------------|
| Empl #        | Employee Name       | Total OT Hours Paid | Total Cost of OT Paid | Total OT Hrs to Comp | Time off Hours | Total OT Hours Paid | Total OT Hrs to Comp | ANNUAL Total of OT hours worked | ANNUAL Total OT to Pay |
| Police Dept   |                     |                     |                       |                      |                |                     |                      |                                 |                        |
| 90            | Ball, Brian         | 0.00                | 0.00                  | 23.25                | 34.88          | 48.50               | 70.50                | 119.00                          | 2,432.03               |
| 92            | Bloch, Ryan         | 48.50               | 2,504.78              | 16.25                | 24.38          | 127.75              | 36.75                | 164.50                          | 6,406.02               |
| 141           | Borden, Ray         | 23.00               | 1,220.96              | 30.00                | 45.00          | 24.50               | 96.00                | 120.50                          | 1,263.83               |
| 115           | Case, Robert        | 77.50               | 4,002.49              | 0.00                 | 0.00           | 183.50              | 29.25                | 212.75                          | 9,201.61               |
| 116           | Dennis, M           | 34.50               | 1,310.31              | 14.25                | 21.38          | 6.50                | 0.00                 | 6.50                            | 362.41                 |
| 91            | Gonzalez, Jeff      | 36.25               | 1,872.13              | 25.00                | 37.50          | 132.50              | 55.50                | 188.00                          | 6,644.21               |
| 101           | Jones, Shawn        | 88.00               | 4,544.76              | 12.50                | 18.75          | 192.50              | 8.25                 | 200.75                          | 9,652.91               |
| 88            | Laux, Kevin         | 3.25                | 167.85                | 52.25                | 78.38          | 50.75               | 92.00                | 142.75                          | 2,544.86               |
| 142           | Marten, Shawn       | 63.75               | 3,292.37              | 33.50                | 50.25          | 60.00               | 26.63                | 86.63                           | 3,008.70               |
| 102           | Mikulec, Dan        | 40.50               | 1,740.49              | 37.75                | 56.63          | 53.00               | 145.88               | 198.88                          | 1,954.11               |
| 152           | Miller, Timothy     | 0.00                | 0.00                  | 14.50                | 21.75          | 123.75              | 17.25                | 141.00                          | 6,205.44               |
| 86            | Moschea, Daniel     | 67.25               | 3,473.13              | 31.25                | 46.88          | 177.75              | 67.13                | 244.88                          | 8,913.27               |
| 138           | Olson, Toni         | 36.75               | 1,950.87              | 45.00                | 67.50          | 172.00              | 87.75                | 259.75                          | 8,872.62               |
| 96            | Pierchalski, David  | 63.00               | 3,253.64              | 47.25                | 70.88          | 43.00               | 183.00               | 226.00                          | 2,156.24               |
| 98            | Rechlicz, Justin    | 36.75               | 1,897.95              | 37.50                | 56.25          | 64.25               | 168.13               | 232.38                          | 3,221.82               |
| 87            | Schleis, Zachery    | 65.00               | 3,356.93              | 16.50                | 24.75          | 75.00               | 138.75               | 213.75                          | 3,760.88               |
| 117           | Schmitt, Penny      | 28.50               | 1,657.42              | 22.25                | 33.38          | 36.50               | 87.00                | 123.50                          | 2,035.06               |
| 121           | Schubert, Matthew   | 0.00                | 0.00                  | 17.25                | 25.88          | 102.50              | 49.50                | 152.00                          | 5,139.86               |
| 126           | Showalter, Steve    | 0.00                | 0.00                  | 0.00                 | 0.00           | 1.00                | 67.50                | 68.50                           | 50.15                  |
| 128           | Stieve, Jeffrey     | 52.00               | 2,685.54              | 59.25                | 88.88          | 0.00                | 60.75                | 60.75                           | 0.00                   |
| 93            | Suedkamp, Adam      | 29.25               | 1,510.62              | 5.25                 | 7.88           | 57.00               | 84.00                | 141.00                          | 2,858.27               |
| 145           | Theep, James        | 50.50               | 2,608.07              | 13.25                | 19.88          | 160.75              | 87.00                | 247.75                          | 8,060.81               |
| 99            | von Bereghy, Darren | 103.25              | 4,437.17              | 5.50                 | 8.25           | 271.25              | 52.50                | 323.75                          | 10,000.99              |
| Total Police  |                     |                     | 47,487.46             |                      |                |                     |                      | *                               | 104,746.09             |
| Annual Budget |                     |                     | 95,000.00             |                      |                |                     |                      |                                 | 95,000.00              |

|                                |          |         |                                                     |             |
|--------------------------------|----------|---------|-----------------------------------------------------|-------------|
| State Aid Reimbursement        | 3,821.43 | 5.28.15 | Total year end actual = \$1: \$ 110,565.23          |             |
| Hunting/Concealed Carry Permit | 0.00     | 5.28.15 | * (difference from report due to personnel changes) |             |
|                                |          |         | 2014 State Aid Reimb                                | \$22,985.55 |
|                                |          |         | 2014 'Hunting/Concealed Carry Permit                | 720.00      |

Note: Overtime hours to comp are reflected in regular wages

|                             |                        |             |            |             |              |             |            |             |              |
|-----------------------------|------------------------|-------------|------------|-------------|--------------|-------------|------------|-------------|--------------|
| Fire Dept - Full Time       |                        |             |            |             |              |             |            |             |              |
| *                           | 523 Delain, John       | 127.00      | 4,015.74   | 0.00        | 0.00         | 507.5       | 6          | 513.5       | 16,047.15    |
| *                           | 563 Rossman, Craig     | 121.50      | 3,841.83   | 32.00       | 48.00        | 216.5       | 0          | 216.5       | 6,845.73     |
| *                           | 593 Smith, Steve       | 34.50       | 1,090.89   | 8.75        | 13.13        | 246.25      | 38.25      | 284.5       | 7,786.43     |
| Fire Dept Regular Part-time |                        |             |            |             |              |             |            |             |              |
|                             |                        | over 60     |            |             |              | over 60     |            |             |              |
|                             |                        | Hrs over 60 | @ Reg Rate | Over 80 hrs | True OT cost | Hrs over 60 | @ Reg Rate | Over 80 hrs | True OT Cost |
| **                          | 625 Goetz, Steve       | 114.75      | 1,994.36   | 33.50       | 873.36       | 714.5       | 12,418.01  | 33.00       | 9,108.59     |
| **                          | 617 Hass, Thomas       | 648.75      | 11,275.28  | 337.50      | 8,798.65     | 1617.5      | 28,112.15  | 445.50      | 32,890.28    |
| **                          | 575 Karpinski, Matthew | 688.75      | 11,970.48  | 432.50      | 11,275.33    | 2284.75     | 39,708.96  | 848.75      | 47,456.74    |
| **                          | 609 Asmondy / Franke   | 465.00      | 7,677.62   | 284.31      | 6,492.62     | 1486.75     | 25,839.72  | 311.50      | 29,242.64    |
|                             |                        |             |            |             | 27,439.96    |             |            |             | 118,698.25   |

Effective July 24, 2013 - POC's over 53 hours/week

|                                                                                                            | Hrs over 53 | 2015 Cost | 2014 Hours | 2014 Cost | Overtime True Costs through: |
|------------------------------------------------------------------------------------------------------------|-------------|-----------|------------|-----------|------------------------------|
| *** 576 O'Shea, Vicky                                                                                      |             |           | 51.00      | 4,201.99  | 05.10.2015                   |
| *** 629 McCullough, Jim                                                                                    |             |           |            |           |                              |
| *** 639 Rammel, Brian                                                                                      |             |           |            |           |                              |
| *** 650 Harris, Tim                                                                                        |             |           | 28.50      | 852.44    |                              |
| *** 653 Asmondy, Robert                                                                                    | 14.50       | 455.45    | 28.25      | 887.33    |                              |
| *** 658 Silvis, Pete                                                                                       | 8.75        | 274.84    | 17.75      | 557.53    |                              |
| *** 660 Schodron, Kevin                                                                                    |             |           |            |           |                              |
| *** 669 Zemlicka-Retzlaff, Jake                                                                            |             |           |            |           |                              |
| *** 673 Neu, Jeremy                                                                                        |             |           | 33         | 1028.06   |                              |
| total POC overtime                                                                                         | 23.25       | 730.29    | 158.50     | 7,527.35  |                              |
| * Full time, hours are over and above the 20 normal overtime hours reflected in their base wages           |             |           |            |           |                              |
| ** Part time hours worked over and above 60 normal hours in two weeks. Some of which are paid at 1.5 times |             |           |            |           |                              |

|                                                  |            |            |
|--------------------------------------------------|------------|------------|
| Total Fire Dept - OT wages paid through 12.31.14 | 207,125.76 | 268,075.81 |
| Budget -- included within general wages          |            |            |



# POLICY & PROCEDURE

## GERMANTOWN POLICE DEPARTMENT

SUBJECT: **COMPUTER PROCEDURES**

SCOPE: All Department Personnel

DISTRIBUTION: Policy & Procedure Manual

REFERENCE: WI State Statute: 19.35

NUMBER: 1.18

ISSUED: 05/04/2015

EFFECTIVE: 05/11/2015

☐ RESCINDS

☐ AMENDS

WILEAG 4<sup>TH</sup> EDITION

STANDARDS: N/A

INDEX AS: Computer Procedures  
Email Usage  
Equipment, Materials or Property  
Internet Usage  
Public Property  
Social Media

**PURPOSE:** The purpose of this Policy & Procedure is to define the parameters within which Germantown Police Department employees may use Department property, which includes computers, internet and email services, in executing business activities. All Personnel should also refer to Policy & Procedure 1.21: Social Media.

This Policy & Procedure consists of the following numbered sections:

- I. DEFINITIONS
- II. INTERNET USAGE
- III. EMAIL USAGE
- IV. COMPUTER HARDWARE RULES
- V. SOFTWARE POLICIES

### I. DEFINITIONS

- A. Department: refers to the Germantown Police Department.

- B. Employees: refers to all members of the Germantown Police Department, whether sworn or non-sworn, civilian, full-time or part-time.
- C. Email: refers to an electronic mail system that creates stores and forwards information using telecommunication links between computer terminals, work stations, servers, or personal computers.
- D. Social Media: a variety of online sources that allows people to communicate, share information, share photos, share videos, share audio and exchange text and other multimedia files with others via some form of online or cellular network platform.
- E. Social Networking: using such Internet or mobile formats as Facebook, Twitter, MySpace, LinkedIn, Foursquare, Gowalla Police Pulse, The Squad Room, Usenet groups, online forums, message boards or bulletin boards, blogs, and other similarly developed formats, to communicate with others using the same groups while also networking with other users based upon similar interests, geographical location, skills, occupation, ideology, beliefs, etc.
- F. Mobile Social Networking: social networking using a mobile phone or other cellular based device.
- G. Internet: a computer network consisting of a worldwide network of computer networks that use the TCP/IP network protocols to facilitate data transmission and exchange. (Princeton University)
- H. World Wide Web: computer network consisting of a collection of Internet sites that offer text and graphics and sound and animation resources through the hypertext transfer protocol. (Princeton University)
- I. Blog: a series of entries, written by either one person or a group of people, in an online journal, usually posted in chronological order, like a diary. Blogs can allow comments on entries or not.
- J. Blogging: to read, write or edit a shared online journal. (Princeton University) Blogging can also encompass the act of commenting—and engaging with other commenters—on any blog, including one operated by a third party.
- K. Post: an item inserted to a blog or an entry to any type of computerized bulletin board or forum.
- L. Posting: the act of creating, uploading, editing or adding to any social media outlet. This includes text, photographs, audio, video or any other multimedia file.
- M. Forum: an online discussion site.
- N. Comments: responses to a blog post, news article, social media entry or other social networking post.
- O. Commenting: the act of creating and posting a response to a blog post, news

article, social media entry or other social networking post. Commenting can also entail the act of posting an original composition to an unrelated post or article.

- P. Avatar: a computer user's representation of himself/herself, or an alter ego.
- Q. Identity: an online identity, Internet identity or Internet persona that a social networking user establishes. This can be a real name, an alias, a pseudonym or a creative description.
- R. Handle: the name of one's online identity that is used most frequently. It can also be the name of one's Twitter identity.
- S. User Name: the name provided by the participant during the registration process associated with a Web site that will be displayed publicly on the site.

## II. INTERNET USAGE

A. It is the policy of the Germantown Police Department to provide Internet services for its employees at the Department to enhance their professional activities, improve public communication, and provide superior customer service. Efficient use of the Internet for research and communication will improve the quality, productivity, and general cost effectiveness of Department functions.

1. The services provided include accessing various information resources found on the World Wide Web and enabling employees to gain the level of expertise necessary to provide knowledgeable service to an increasingly sophisticated customer base.
2. The Department's Internet access is a privilege and the Department encourages creative, professional use that enhances productivity.

### B. General Guidelines

1. Internet access is provided as a business tool. The Department expects employees to conduct themselves honestly and appropriately.
2. A wide variety of information is available on the Internet, some uncensored and unrestricted. The Department does not permit access at any time to materials that may be found offensive or pornographic. This does not apply to legitimate police investigations where Internet sites are accessed during the course of that investigation.
3. Employees accessing the Internet are representing the Department.

Therefore, all actions and communications shall be conducted in a manner that is consistent with the professional and courteous behavior that is expected of all Department employees.

4. The transfer of information via the Internet is not secure. The confidential nature of Department information must be considered paramount. Therefore, transmittal of confidential information via the Internet is inappropriate and shall not be permitted.
5. Internet use and communication by employees on Department equipment at all times is public and not confidential or private. The Department reserves the right to monitor Internet activity by employees without prior notification. Employees have no privacy with respect to their access or use of the Internet.
6. Under federal and state law, and Department policy, email and electronic files obtained via the Internet are public records and subject at all times to inspection by the public and management in the same manner that paper documents of a similar nature are preserved and made available.
7. Many of the sites on the Internet can be breeding grounds for computer viruses. If these viruses are downloaded, they can cause data and system corruption. Therefore, all downloaded files must be checked for viruses and comply with instructions and directives issued by the Communication Supervisor or his/her designee.
8. No software or hardware may be temporarily or permanently loaded or programming performed by any employee or other person to any Department personal computer or component of the Departments information system without the express knowledge and permission of the Communication Supervisor or his/her designee.
9. Employees shall abide at all times by all guidelines of this policy, and any amendments that may occur from time to time.
10. All use of the Internet shall be in compliance with all federal, state, and local laws and policies, including, but not limited to, those pertaining to property protection, privacy, and misuse of Department resources, sexual harassment, information security, and confidentiality. Access to the Internet provided by the Department shall not be used for any illegal, improper, unprofessional, or illicit purpose or for personal or financial gain.
11. In addition to the parameters outlined in this policy, employees shall use the Internet in accord with the direction of the Chief of Police or his designee.
12. Department employees may not download and/or install the following types of programs without permission:
  - a) Executable Files, or Files with Extensions of .exe, .com, bat.
  - b) Media Players or Real Players
  - c) Chat or Messaging Software
  - d) Stock or News Tickers

f) Screen Savers

C. User Authorization

1. The Department encourages Internet use to enhance one's job performance and improve the efficiency and effectiveness of public service. Therefore, the Chief of Police and the Communications Supervisor will coordinate Internet access for Department employees.

D. Violation of Policy

1. Violation of this policy shall be regarded as a work rule violation. Failure of an employee to adhere to and comply with these policies may result in disciplinary action up to and including discharge of employment with the Germantown Police Department; refer to Policy & Procedure 4.02: Disciplinary Procedures.

III. EMAIL USAGE

- A. It is the policy of the Germantown Police Department to provide email access and accounts for employees as a communication tool in order to conduct Department business.

B. General Guidelines

1. Email accounts are provided for official Department business only and shall not be used for personal reasons except in the case of an emergency or specific personal business that cannot be conducted during non-working hours, and shall not be used for e-commerce, to conduct a business, or for any other personal or financial gain. Work duties shall take precedence over personal business.
  - a) The Department expects employees to conduct themselves honestly and appropriately.
  - b) Employees shall not abuse this privilege.
2. The email system is maintained by the Department on Department equipment and at all times is public and not confidential or private. The Department provides email as a business tool. Therefore, the Department reserves the right to monitor email messages without prior notification for the purpose of maintaining and supporting the Department email system. Employees have no privacy with respect to their access or use of the email system.
3. The use of email for any illegal or unethical activities, or activity, which could adversely affect the Department, is prohibited.

4. Various information sources can be accessed through email including list serves, forums, and discussion groups. Participation for business purposes is encouraged. However, approval by the Chief of Police is required before any associated costs or charges are incurred.
5. Use of email and construction of messages must be consistent with the professional and courteous behavior that is expected of Department employees. If participating in forums, postings or list serves employees must recognize their representation of the Department and the confidentiality of Department business.
6. No person without specific authorization shall read, alter or delete any other person's computer files or email.
7. Under federal law, email and electronic files obtained via the Internet are public records and subject at all times to inspection by the public and management in the same manner that paper documents of a similar nature are preserved and made available.
8. Email attachments can be breeding grounds for computer viruses. If these attachments are opened, they can cause data and system corruption. Therefore, all attachments must be checked for viruses and comply with instructions and directives from the Communications Supervisor.
9. Employees shall abide at all times by all guidelines of this policy, and any amendments that may occur from time to time.

#### C. User Authorization

1. The Department encourages email use to increase business communications and enhance one's job performance. Therefore, the Chief of Police and the Communications Supervisor will coordinate email account access for employees.

#### D. Violation Of Policy

1. Violation of this policy shall be regarded as a work rule violation. Failure of an employee to adhere to and comply with these policies may result in disciplinary action up to and including discharge of employment with the Village.

### IV. COMPUTER HARDWARE RULES.

#### A. Internet use shall be governed by the policies in II.

- B. Unauthorized Modifications. Once a computer system is set up and running to work efficiently with the Department's software, Department members shall not adjust or change any hardware switches, settings, margins or make any other adjustments or changes without prior approval from the Chief of Police, or whomever he/she may designate as being in charge of the computer system.

### C. Protection of Equipment.

1. Never set any container of liquid of any kind on top or next to the computer. One (1) drop of any kind of liquid can destroy an expensive system very quickly.
2. Never stack books, manuals or other items against the computer when it is operating. Electric equipment produces heat, which is an enemy to safe operation of computer equipment.  
The computer is cooled by an internal fan, and when vents on the computer are blocked, heat will build up.

## V. SOFTWARE POLICIES.

### A. Use of Department Software.

1. Certain software items (computer programs) are supplied by the Department for use for Department related work. Do not change any setting or setup sections of any Department software without prior approval from the Chief of Police or his/her designee.
2. Never make copies of any software for any person, as unauthorized copying of copyright material such as computer software is illegal.
3. Never loan out any Department software or any printed material (manuals, instruction books, reference books) accompanying Department software.
4. Never erase, delete, or change any Department software in any way.
5. Do not use Department software for any personal business or use without prior approval from the Chief of Police or his/her designee.

### B. Non-Departmental Software.

1. Other software may be used or required to perform tasks or business for the Department; however, any non-Department software must be used only for Police or Department business and then only after approval from the Chief of Police or his/her designee.
2. Due to the abundance of "virus" programs that have surfaced which maliciously invade a computer system and destroy data or even equipment, only software from a secure or known source shall be submitted for approval by the Chief of Police.

Secure or known sources include: All legal commercial software, shareware or public domain software.

In the case of shareware or public domain software, it will be considered to be from a secure or known source if the software comes directly from a commercial distributor or directly from the author of the software.

Insecure or unknown sources include software obtained through friends or acquaintances where the history or path of the software is unknown, and any software that has been acquired from a computer bulletin board type service.

Peter G. Hoell  
Chief of Police

This Policy & Procedure cancels and supersedes any and all written directives relative to the subject matter contained herein.



# POLICY & PROCEDURE

## GERMANTOWN POLICE DEPARTMENT

SUBJECT: **SOCIAL MEDIA**

SCOPE: All Department Personnel  
DISTRIBUTION: Policy & Procedure Manual

REFERENCE: WI State Statute: 19.35

NUMBER: 1.21  
ISSUED: 05/04/2015  
EFFECTIVE: 05/11/2015  
☐ RESCINDS  
☐ AMENDS  
WILEAG 4<sup>TH</sup> EDITION  
STANDARDS: N/A

INDEX AS: Cellular Telephones  
Computers  
Department Property  
Email  
Internet  
Laptop/Mobile Data Computer  
Open Records  
Social Media

**PURPOSE:** The purpose of this Policy & Procedure is to outline expectations of all Germantown Police Department members with respect to their use of social media and social networking and the direct effect such use has upon the reputation and perception of the Department.

This Policy & Procedure consists of the following numbered sections:

- I. POLICY
- II. DISCUSSION
- III. DEFINITIONS
- IV. RULES & REGULATIONS

## I. POLICY

- A. It is the policy of the Germantown Police Department that all members shall not use any form of social media or social networking in any way so as to tarnish the Department's reputation. This includes but is not limited to the following:

Facebook, Twitter, MySpace, LinkedIn, Foursquare, Go Walla Police Pulse, The Squad Room, Usenet groups, online forums, message boards or bulletin boards, blogs and other similarly developed formats.

- B. As members of this Department, you are embodiments of our mission. It is vital that each member accept their role as ambassadors of the Department, striving to maintain public trust and confidence, not only in their professional actions, but also in their personal and online actions. Any online activity that has the effect of diminishing the public's trust and/or confidence in this Department will hinder the efforts of the Department to fulfill our mission.
- C. By virtue of your position of a law enforcement officer, sworn personnel are held to a higher standard than members of the general public, and your online activities should reflect such professional expectations and standards. While non-sworn members are held to a lesser standard, their online activities should also reflect professional expectations and standards reflective of their position. Any online actions taken that detract from the mission of the Department, or reflect negatively on your position as a member of this Department, will be viewed as a direct violation of this policy.

## II. DISCUSSION

- A. Department members have a right to free speech, which includes statements made on the internet, however, when statements include information about or relating to the Department that by their nature compromise public confidence in use or cause significant disruption in the Department, the contents are restricted by this Policy & Procedure.

## III. DEFINITIONS

- A. Social Media: a variety of online sources that allow people to communicate, share information, share photos, share videos, share audio and exchange text and other multimedia files with others via some form of online or cellular network platform.
- B. Social Networking: using such Internet or mobile formats as Facebook, Twitter, MySpace, LinkedIn, Foursquare, Gowalla Police Pulse, The Squad Room, Usenet groups, online forums, message boards or bulletin boards, blogs, and other similarly developed formats, to communicate with others using the same groups while also networking with other users based upon similar interests, geographical location, skills, occupation, ideology, beliefs, etc.
- C. Mobile Social Networking: social networking using a mobile phone or other

cellular based device.

- D. Internet: a computer network consisting of a worldwide network of computer networks that use the TCP/IP network protocols to facilitate data transmission and exchange. (Princeton University).
- E. World Wide Web: computer network consisting of a collection of Internet sites that offer text and graphics and sound and animation resources through the hypertext transfer protocol. (Princeton University).
- F. Blog: a series of entries, written by either one person or a group of people, in an online journal, usually posted in chronological order, like a diary. Blogs can allow comments on entries or not.
- G. Blogging: to read, write or edit a shared online journal. (Princeton University). Blogging can also encompass the act of commenting—and engaging with other commenters—on any blog, including one operated by a third party.
- H. Post: an item inserted to a blog or an entry to any type of computerized bulletin board or forum.
- I. Posting: the act of creating, uploading, editing or adding to any social media outlet. This includes text, photographs, audio, video or any other multimedia file.
- J. Forum: an online discussion site.
- K. Comments: responses to a blog post, news article, social media entry or other social networking post.
- L. Commenting: the act of creating and posting a response to a blog post, news article, social media entry or other social networking post. Commenting can also entail the act of posting an original composition to an unrelated post or article.
- M. Avatar: a computer user's representation of himself/herself, or an alter ego.
- N. Identity: an online identity, Internet identity or Internet persona that a social networking user establishes. This can be a real name, an alias, a pseudonym or a creative description.
- O. Handle: the name of one's online identity that is used most frequently. It can also be the name of one's Twitter identity.
- P. User Name: the name provided by the participant during the registration process associated with a Web site that will be displayed publicly on the site.

#### IV. RULES & REGULATIONS

- A. A Department member using social media during work time has no expectation of privacy. Members are advised that social media posts may be subject to discovery under the Freedom of Information Act and/or WI. Statute 19.35. All other litigation-related and non-litigation-related discovery devices may utilize the subject of discovery for any social media posts. Use of social media during recognized scheduled breaks away from your normal work area is allowed.
- B. Unless granted explicit permission, members of this Department are prohibited from posting any of the following on any social networking platform, either on their own sites, the sites of others known to them, the sites of others unknown to them, news media pages, or other information exchange forums:
1. Any text, photograph, audio, video, or any other multimedia file related to any investigation, both current and past, of this Department.
  2. Any text, photograph, audio, video, or any other multimedia file related to any past or current action of this Department, either in homage or critique.
  3. Logos, badges, seals, uniforms, vehicles, equipment or any item or symbol that is affiliated with this Department.
  4. Any item, symbol, wording, number, likeness or material that is identifiable to this Department.
  5. Any text, photograph, audio, video, or any other multimedia file that is related to any occurrence within the Department.
- C. Members who choose to maintain or participate in social media or social networking platforms while off duty shall conduct themselves with professionalism and in such a manner that will not reflect negatively upon the Department or its mission.

In the course of operating or participating in such venues, the following rules shall apply:

1. Members will be held responsible for the content that appears on their maintained social media or social networking sites and will be obligated to remove any posting or material contributed by others that reflects negatively upon the Department.
2. Sexually graphic or explicit material of any kind shall not be posted by the member on any form of social media or social networking site.
3. Sexually graphic or explicit material posted by others to the member's social media or social networking sites shall be immediately removed by the officer.
4. Weaponry, owned by this Department and/or owned personally or privately,

shall not be displayed or referenced to, in any multimedia format, on social media or social networking sites if such displays or depictions promote or glorify violence.

5. Any text, photograph, audio, video or any other multimedia file included on a social media or social networking site that infers, implies, states, opines or otherwise expresses the member's views on the public shall not be detrimental to the Department's mission, nor shall it in any way undermine the public's trust or confidence in this Department.
  6. Any text, photograph, audio, video, or any other multimedia file included on a social media or social networking site that infers, implies, states, opines or otherwise expresses the member's views on the legal, judicial or criminal systems shall not, in any way, undermine the public's trust and confidence in this Department.
  7. Any posting that detracts from the Department's mission will be considered a direct violation of this Policy & Procedure and subject to discipline; refer to Policy & Procedure 4.02: Disciplinary Procedures.
- E. Unless serving as an explicitly permitted tool of public information or community outreach, no member shall use their rank and/or title in any social media or social networking activity, including inclusion of said rank and/or title into the member's online identity or avatar.
- F. Members who are brought under administrative or internal investigation related to their performance, functionality or duties as a Department employee may be ordered to provide the Department, or its designated investigator, with access to the social media and social networking platforms in which they participate or maintain; refer to Policy & Procedure 4.03: Citizen Complaints/Internal Affairs.
- G. Department members who are brought under administrative or internal investigation related to the Department's operation, productivity, efficiency, morale or reputation, may be ordered to provide the Department, or its designated investigator, with access to the social media and social networking platforms in which they participate or maintain.
- H. If requested, any member shall complete an affidavit attesting to all the social media and social networking platforms in which they participate or maintain.

Peter G. Hoell  
Chief of Police

This Policy & Procedure cancels and supersedes any and all written directives relative to the subject matter contained herein.



D2A

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-END-

# Village of



# Germantown

## Fire Department

N115 W18752 Edison Drive  
Germantown, Wisconsin 53022  
Phone: (262) 502-4701  
Fax: (262) 502-4744

Gary L. Weiss  
Fire Chief

## FORWARD



This Policy and Standard Operating Guideline is intended to a basic guide to the operations of the Germantown Fire Department. While it is listed as a guideline members are expected to follow the guidelines unless unusual or unique situations arise.

All members of the department are to make themselves familiar with the enclosed guidelines as well as the general operational policies of the Village of Germantown.

All Policy & Standard Operational Guidelines ar approved by the authority of the Fire Chief

Gary L. Weiss, EFO/CFO  
Fire Chief  
Village of Germantown  
February, 2015



## **MISSION STATEMENT**

**The Mission of the Germantown Fire Department is to prevent or minimize injury and loss of life and property when fire or other emergencies occur.**

**To maintain a professional level of protection providing fire, rescue and hazardous material services for our community through training and educational programs. Mitigate the consequences of natural and manmade disasters. Provide prevention and educational programs for all ages as required by the community.**



## **0102.01 INTRODUCTION – STANDARD OPERATING GUIDELINES**

Chapter: I      Administration  
Subject: 02      Standard Operating Guidelines  
Topic: 01      Introduction

### **A. PURPOSE**

To provide a standard, written source of department policies and guidelines that will promote the effective and efficient operations of the Fire Rescue Department.

### **B. SCOPE**

All Fire Rescue Department personnel shall utilize this manual as the official reference source of written guidelines pertaining to departmental operations that are of an organizational, routine or emergency nature.

### **C. TERMS AND DEFINITIONS**

There are no special terms or definitions in this section.

### **D. GUIDELINE**

Germantown Fire Department shall establish a guideline manual containing written standardized policies and guidelines. Current manuals, references, orders, agreements and books referred to in the guidelines manual, with additions and exceptions, are considered part of this manual when approved by the fire chief. Such manuals, references, orders, agreements and books shall have full force and effect of policies except when they are in conflict with this manual.

#### **1) Authority**

- a) Pursuant to the authority vested in the Fire Chief by state law and local ordinance, this manual and all references therein are hereby established as the standard written reference source of department rules, policies, guidelines and operations.
- b) The contents of the guidelines manual shall supersede any conflicting information contained in any other departmental publication, except general work orders issued by the fire chief.



## **0102.01 INTRODUCTION – STANDARD OPERATING GUIDELINES**

### **2) Responsibilities**

- a) It shall be the responsibility of all members to familiarize themselves with and conform to the policies, regulations and guidelines contained within the guideline manual.
- b) It shall be the responsibility of all Fire Department officers to supervise and command their subordinates within the guidelines and philosophies contained within the guideline manual.

### **3) Philosophy**

- a) Policies in the form of reasonable guidelines are necessary for the proper operations of any organization. Such policies must be standardized in a workable, readable format, which are made available to all levels of the organization.
- b) Knowledge of these policies and guidelines by Fire Department members is essential for the maintenance of discipline and the development of teamwork and morale.
- c) The policies, guidelines and rules contained within this manual are intended to be reasonable and workable guidelines.
- d) The necessity of periodic review and revision of policies and operational procedures is recognized as a highly important component of this system. Such a process has been incorporated as part of this manual.
- e) This guideline manual cannot be expected to provide a solution to every question or problem that may arise in an organization established to provide an emergency service delivery system. It is expected, however, that it will be sufficiently comprehensive to cover either specifically or generally the majority of operational and administrative activities that involve the members of Germantown Fire Department.
- f) The existence of these written guidelines is not intended to limit any member in the exercise of judgment or initiative in taking the action a reasonable person would take in extraordinary situations that may arise in the fire service.

**-END-**



## 0102.02 PREPARATION OF S.O.G.S

Chapter: 1 Administration

Subject: 02 Standard Operating Guidelines

Topic: 02 Preparation of S.O.G.'s

### A. PURPOSE

The purpose of this guideline is to create a standard format by which all Standard Operating Guidelines are created and issued.

### B. SCOPE

This guideline shall apply to all new or revised Standard Operating Guidelines issued by the Fire Chief of Germantown Fire Department.

### C. TERMS AND DEFINITIONS

- 1) Purpose: This is the reason the guideline is being implemented. It should be a brief description of the desired outcome of the guideline, typically limited to one paragraph of text.
- 2) Scope: This is a description of the situations or areas of operations to which the guideline applies. It should be brief but complete, typically limited to one paragraph of text.
- 3) Terms and Definitions: This area should include any terms, acronyms, or definitions specific to the guideline, or that the author feels needs reinforcement. Terms and definitions that are common to other guidelines should be listed in SOG 102.03.
- 4) Guideline: This area outlines a standard set of actions (a pre-determined plan) that provides the basic framework for our operations. The length of this section is variable, depending on the complexity of the subject. Reference to Priorities and Safety will be included here. Outline form will be used to differentiate between areas of subject matter.



## 0102.02 PREPARATION OF S.O.G.S

### D. GUIDELINE

Germantown Fire Department shall address all areas of operations in the form of Standard Operating Guidelines. They shall be issued in standard format, to all members, who individually are responsible for maintaining, being familiar and complying with the guidelines.

- 1) A Standard Operating Guideline may be created and submitted by any member; however, it shall be channeled upward through the chain of command.
- 2) Outline format shall be used in writing the guideline,

#### EXAMPLE OF THE ACCEPTED OUTLINE FORMAT:

##### A. FIRST LEVEL

- 1) Second level
  - a) Third level
    - i) Fourth level
      - (a) Fifth level
        - (i) Sixth level
- 3) The guideline shall be printed in "Times New Roman" font, 12-point size.
- 4) The word "-END-" will be placed at the bottom center of the end of the guideline to signify there are no additional pages.
- 5) The date of original issue or date of revision shall be printed in the bottom left footer of each page.
- 6) The topic name shall be placed in the bottom footer of each page.
- 7) The chief shall receive a draft of the document and:
  - a) Determine if the guideline is necessary,
  - b) Assign a chapter, subject and topic number to the document,
  - c) Make changes, or suggest changes to reviewing committees,



## 0102.02 PREPARATION OF S.O.G.S

- d) Proposed Policy / Guidelines will be posted on the Department "Z" drive for 15 days for the Union and member to review and or provide comments. The title will be listed as Policy-Guidelines 15 Day Review.
- e) Issue the (revised) document as a Standard Operating Guideline.

### 8) Issuing Guidelines to Members

The guideline shall be accessible on the Village's computer network in the Fire Department "Z" Drive under Fire-SOG-Final. Each member will be responsible for reviewing the document. All officers will be responsible for training and reviewing all new SOG policies and procedures with each member of their shift. A printed copy of all final SOG's will be provided each station and each Deputy Chief.

**-END-**



## 0102.03 TERMS AND DEFINITIONS

Chapter: I Administration

Subject: 02 Standard Operating Guidelines

Topic: 03 Terms and Definitions

### **A. PURPOSE**

To provide standard definitions for words, terms, and acronyms commonly used in the Germantown Fire Department Standard Operating Guideline Manual.

### **B. SCOPE**

These definitions apply to all Germantown Fire Department Standard Operating Guidelines contained in this manual.

### **C. TERMS AND DEFINITIONS**

Words used in the present tense include the past and future; words in the masculine gender include the feminine and neuter; the singular number includes the plural and the plural includes the singular.

- 1) Acting officer: A member of lower rank temporarily assigned to function in a position of higher rank and accepts all duties and responsibilities of that rank.
- 2) Alarm: A notification to respond to an emergency.
- 3) Apparatus: A fire department vehicle.
- 4) Deputy Chief: Second in rank to the fire chief.
- 5) Captain: The rank below Deputy Chief and above lieutenant.
- 6) Chain of Command: Relationship of responsibility and authority as shown on the organization chart.
- 7) Channels, through: The transmission of orders and communications through intermediate officers in ascending or descending order of rank.
- 8) Village: The Village of Germantown
- 9) Communications: Interchange of information, verbal, or written.



## 0102.03 TERMS AND DEFINITIONS

- 10) Company Officer: Member assigned permanently or temporarily, to direct a fire company.
- 11) Emergency Scene: The location, building, or other area where the fire department is called to perform firefighting or other emergency duties.
- 12) False Alarm: An alarm transmitted when no emergency exists. Can be accidental or malicious.
- 13) Fire Chief: The primary administrative/command officer of the fire department.
- 14) Fire company: A unit under the command of an officer that is assigned to a fire station with apparatus.
- 15) Fire Prevention Bureau: A bureau within the fire department responsible for fire prevention inspections, education, and fire investigations.
- 18) Fire station: Any building housing one or more fire companies.
- 19) Guideline: An indication or outline of policy or conduct.
- 20) Lieutenant: An officer directly below fire captain in rank.
- 21) Member: All uniformed personnel of the fire department including both officers and firefighters regardless of their assignment, specialty, or rank.
- 22) Officer: Uniformed personnel holding the rank of lieutenant or above.
- 25) Policy: A definite course or method of action, selected from among alternative and in light of given conditions to guide and determine present and future decisions.
- 26) Probationary Member: A member of the department on their 6 month probation period.
- 26) Safety Officer: The Company Officer assigned to /safety aspects of the department. Other personnel may be assigned those duties as the need arises.

### **D. GUIDELINE**



### 0102.03 TERMS AND DEFINITIONS

The Germantown Fire Department personnel will use standard terminology whenever possible in the Standard Operating Guideline Manual, Work Orders, and internal correspondence.

**- END -**



## **0102.04 SOG UPDATE PROCEDURES**

Chapter: I Administration

Subject: 02 Standard Operating Guidelines

Topic: 04 SOG Update Procedures

### **A. PURPOSE**

To provide for systematic review of the Germantown Fire Department Standard Operating Guideline Manual.

### **B. SCOPE**

This procedure shall apply to all Germantown Fire Department Standard Operating Guidelines contained in this manual.

### **C. TERMS AND DEFINITIONS**

There are no special terms or definitions in this section.

### **D. GUIDELINE**

- 1) The process outlined by the chart on the following page will be used for review and update of Standard Operating Guidelines for Germantown Fire Department.
- 2) Each SOG shall be reviewed and updated as deemed necessary by the Fire Chief and at a minimum of every three years with input from the departments Command Staff.

**- END -**



## **0102.05 WRITTEN COMMUNICATIONS**

Chapter: VII Administration

Subject: 01 Standard Operating Guidelines

Topic: 05 Written Communications

### **A. PURPOSE**

To provide a guide for type of internal and external communications.

### **B. SCOPE**

This guideline applies all members of the Germantown Fire Department.

### **C. TERMS AND DEFINITIONS**

Memo: A formal communication from one person to another or group of members.

General Order: Monthly publication from the Office of the Fire Chief with general information and updates to all members of the department.

Informational or Safety Bulletin: Information related to safety of general information on operations.

### **D. GUIDELINE**

- 1) Communications both internally and externals are import to keep the members of the fire department, the leadership of the Village and at time the public informed of items.
  - a) All Memo's will be approved by the Fire Chief and have a tracking number. The tracking number will be the year followed by the memo number. For example 15-1 is the first memo of 2015. All memo will be posted at both stations, email to all members (if applicable to members) and in the Z drive in the folder "2015 Memos". The approved memo format is included in this SOG.
  - b) General Orders are a monthly form from the Office of the Fire Chief with important general information for the members of the department. All



## **0102.05 WRITTEN COMMUNICATIONS**

General Orders will have a tracking number by month-year. For example for February the tracking number would be 2-15. These orders will be posted at each station and a copy will be stored on the Z Drive in the folder titles 2015-General Orders.



0102.05 WRITTEN COMMUNICATIONS

Village



Hermantown

Gary L. Weiss  
Fire Chief



To:

From:

Subject:

Date:

Tracking Number:

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-END-



## **0201.01 GENERAL SAFETY FIRE STATION SAFETY CHECKLIST**

Chapter II    Operations

Subject 01    Safety

Topic 01    General Safety

### **A.    PURPOSE**

This guideline outlines the structure of the Germantown Fire Department Safety Program. The goal of the Safety Program is to prevent and reduce the risk of injury or illness to all members. It is also intended to keep the Germantown Fire Department in compliance with the Department of Safety and Professional Services (Fire Department of Safety and Health SPS330).

### **B.    SCOPE**

This guideline applies to all activities of the Germantown Fire Department. This includes, but is not limited to rescue, fire suppression, emergency medical services, hazardous materials operations, technical rescue operations, training, or any related activities.

This Guideline also pertains to safety within all fire department facilities.

The Germantown Fire Department will provide a safe work environment as much as reasonably possible. All employees should keep safety as a primary concern in both routine and emergency situations.

### **C.    TERMS AND DEFINITIONS**

There are no special terms or definitions in this section.

### **D.    GUIDELINE**

#### **1)    Fire Department Safety Committee**

- a)    The Fire Department Safety Committee will assist the Fire Chief in implementing the Safety Program. It shall be a function of the Safety Committee to study and review losses, and make recommendations for action to prevent future occurrences. The Safety Committee will continuously review the Risk Management Plan.



**0201.01 GENERAL SAFETY  
FIRE STATION SAFETY CHECKLIST**

- b) The Safety Committee will be comprised of the following members:
    - i) The Fire Chief.
    - ii) Two Members from the IAFF Local
    - iii) Fire Officer
    - iv) Lieutenant assigned as the Departments Safety Officer. .
    - v) POC Representative
  - c) The Safety Committee shall meet quarterly, more often if necessary. The minutes of the meetings shall be reviewed with each shift and posted at all facilities.
- 2) Fire Station Safety Inspections
- a) The Fire Chief or designee shall perform an inspection of the fire stations on a quarterly basis using the "Fire Station Safety Checklist". When completed, the form shall be forwarded through channels to Fire Chief.
  - b) If any employee observes an unsafe condition or piece of unsafe equipment in a station, they shall report the condition to their officer, who will forward a written report to the Fire Chief.
- 3) Emergency Scene Safety
- a) All protective clothing shall be worn as required by various sections of the SOGs.
  - b) Fire department vehicles should be placed at a scene to provide protection to personnel when such placement does not impair the operation (i.e., blocking traffic at accident scenes to allow our members to work safely).
  - c) SCBA shall be worn at all times when any possibility exists of exposure to hazardous products.
  - d) Personnel shall conform to the Fireground Accountability SOG 0202.04, to provide for improved safety at emergency scenes.



**0201.01 GENERAL SAFETY  
FIRE STATION SAFETY CHECKLIST**

STATION # \_\_\_\_\_ DATE OF INSPECTION \_\_\_\_/\_\_\_\_/\_\_\_\_ INSPECTION BY: \_\_\_\_\_

|                                                                                                                                                                                                               | YES                      | NO                       | N/A                      |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|
| 1. Safety and Health Protection on the Job Poster displayed. ....                                                                                                                                             | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Passageways, storerooms, service rooms, and other work areas and aisles clear.....                                                                                                                         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. All floors clean, dry, and oil and grease free. ....                                                                                                                                                       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Flooring material secure and in good repair. ....                                                                                                                                                          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Floor openings of any kind have standard railings or floor cover as required.....                                                                                                                          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Every opening, floor or platform, (4 feet or more above ground level) has a standard rail.....                                                                                                             | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. All stairs with 4 or more risers have standard handrails. ....                                                                                                                                             | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. All hand rails in good repair and secure. ....                                                                                                                                                             | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Stair treads intact and in good repair. ....                                                                                                                                                               | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Portable step ladders in good condition.....                                                                                                                                                              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. Step ladders stored in safe and secure manner. ....                                                                                                                                                       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. Reserve ground ladders stored in safe and secure manner.....                                                                                                                                              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 13. Exits are visible and clearly marked and illuminated by a reliable light source. ....                                                                                                                     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 14. Permissible noise exposure levels have been checked in areas where necessary and personal protective equipment provided as needed. ....                                                                   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 16. Approved containers for flammables are available. ....                                                                                                                                                    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 17. Closed containers are provided for oily-rag disposal.....                                                                                                                                                 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 18. Smoke detectors working ....                                                                                                                                                                              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 19. Department-approved first aid kit accessible.....                                                                                                                                                         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 20. Personal protective equipment for eyes, face, head, and extremities, protective clothing, respiratory devices, protective shields and barriers are provided, used and maintained wherever necessary. .... | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 21. Fire extinguishers for necessary classes of fire are visibly mounted. ....                                                                                                                                | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 22. Fire extinguishers have been inspected and are operable.....                                                                                                                                              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 23. Access to extinguishers is not hindered.....                                                                                                                                                              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 24. All materials are piled, racked, or stored in a safe manner.....                                                                                                                                          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 25. Machines, presses, grinders, saws, etc., properly guarded to protect employees from hazards.....                                                                                                          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 26. Unused or abandoned electrical receptacles are plate-covered. ....                                                                                                                                        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 27. All electrical outlet cover plates are in good repair and in place. ....                                                                                                                                  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 28. All electrical switch plates in good repair and in place ....                                                                                                                                             | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 29. All electrical/appliance cords unspliced and in good repair.....                                                                                                                                          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 30. Drop cords, trouble lights, and extension cords- three-wire, rubber-coated, and three-pronged.....                                                                                                        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 31. Circuit breaker switches identify what circuits they control.....                                                                                                                                         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 32. Access to electrical panel is unobstructed.....                                                                                                                                                           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 33. All air cylinders are properly secured ....                                                                                                                                                               | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 34. Approved receptacles provided for disposal of biomedical hazards.....                                                                                                                                     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

COMMENTS AND ADDITIONAL FINDINGS:

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-END-



## **0103.01 HIPAA PATIENT CARE REPORTS**

De PereChapter: I Administration

Subject: 03 HIPAA Compliance

Topic: 01 HIPAA Patient Care Reports

### **A. PURPOSE**

To ensure that all staff members of the Germantown Fire Department properly dispose of all “paper” used in the preparation of a patient care report (PCR) and to secure and restrict PCR accessibility.

### **B. SCOPE**

This guideline applies to all Germantown Fire Department patient care reports.

### **C. TERMS AND DEFINITIONS**

Patient care report (PCR): The electronic and/or paper report and any associated documentation generated during an emergency medical incident.

### **D. GUIDELINE**

The Germantown Fire Department maintains strict requirements on the security and access of all PCRs as well as the initial documentation created by the field providers in their preparation of a PCR.

1. All preliminary documentation used by a crewmember to assist in the creation or modification of a PCR is the sole property of the Germantown Fire Department.
2. Each crewmember will be given a password to use the Germantown Fire Department's computer systems.
3. No crewmember may disclose his/her password to any other crewmember.
4. Each crewmember is to access ONLY his/her PCRs unless directed otherwise by the Privacy Officer, the Medical Director, or as permitted by management.
5. No crewmember is to log onto any computer or password protected software under any user name other than his/her own.
6. Each crewmember is to log off of any computer under his use, prior to leaving his workstation.



### **0103.01 HIPAA PATIENT CARE REPORTS**

7. A PCR may be amended by a crewmember upon approval by the Privacy Officer or Management.
8. PCRs paperwork must be placed in the locking report bins at the station for collection by authorized personnel.
9. All scratch paper used by a crewmember in the preparation of a PCR must be shredded.
10. Inappropriate access or retention of PHI may result in disciplinary action.

**-END-**



## **0103.02 HIPAA SECURITY ACCESS DISCLOSURE**

Chapter: I Administration

Subject: 03 HIPAA Compliance

Topic: 02 HIPAA Security, Access, Disclosure

### **A. PURPOSE**

To outline levels of access to Protected Health Information (PHI) for various staff members of the Germantown Fire Department and to provide a policy and procedure on limiting access, disclosure, and use of PHI. To provide policies outlining patient rights Germantown Fire Department's responsibilities in fulfilling patient requests.

### **B. SCOPE**

This guideline applies to all Germantown Fire Department protected healthcare information. Security of PHI is everyone's responsibility.

### **C. TERMS AND DEFINITIONS**

1. Patient care report (PCR): The electronic and/or paper report and any associated documentation generated during an emergency medical incident.
2. Protected healthcare information (PHI): Health information transmitted or maintained in any form or medium that:
  - a) Identifies or could be used to identify an individual;
  - b) Is created or received by a healthcare provider, health plan, employer or healthcare clearinghouse; and
  - c) Relates to the past, present or future physical or mental health or condition of an individual; the provision of health care to an individual; the past, present or future payment for the provision of healthcare to an individual.

### **D. GUIDELINE**

1. The Germantown Fire Department retains strict requirements on the security, access, disclosure and use of PHI. Access, disclosure and use of PHI will be based on the role of the individual staff member in the organization, and should be only to the extent that the person needs access to PHI to complete necessary job functions.



### 0103.02 HIPAA SECURITY ACCESS DISCLOSURE

2. When PHI is accessed, disclosed and used, the individuals involved will make every effort, except in patient care situations, to only access, disclose and use PHI to the extent that only the minimum necessary information is used to accomplish the intended purpose.
3. Patients may exercise their rights to access, amend, restrict, and request an accounting, as well as lodge a complaint with the Village of Germantown, the Germantown Fire Department, or the Secretary of the Department of Health and Human Services.
4. Access to PHI will be limited to those who need access to PHI to carry out their duties. The following table describes the specific categories or types of PHI to which such persons need access, and the conditions, as appropriate, that would apply to such access.

| Job Title                 | Description of PHI to Be Accessed                                                                              | Conditions of Access to PHI                                                                                                                                                                                                     |
|---------------------------|----------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| EMT                       | Patient care reports                                                                                           | May access only as part of completion of a patient event and post-event activities and only while actually on duty                                                                                                              |
| Billing Agency, Secretary | Patient care reports, billing claim forms, remittance advice statements, other patient records from facilities | May access only as part of duties to complete patient billing and follow up and only during actual work shift                                                                                                                   |
| Company Officer           | Patient care reports                                                                                           | May access only as part of completion of a patient event and post-event activities, as well as for quality assurance checks and corrective counseling of staff                                                                  |
| EMS Medical Director      | Patient care reports                                                                                           | May access only as a part of training and quality assurance activities. All individually identifiable patient information should be redacted prior to use in training and quality assurance activities                          |
| Chief Officer             | Patient care reports, billing claim forms, remittance advice statements, other patient records from facilities | May access only to the extent necessary to monitor compliance, to accomplish appropriate supervision and management of personnel, to manage records management software programs, and to oversee the third-party billing agency |



## 0103.02 HIPAA SECURITY ACCESS DISCLOSURE

|  |  |  |
|--|--|--|
|  |  |  |
|--|--|--|

5. Access to PHI is limited to the above-identified persons only, and to the identified PHI only, based on the Department's reasonable determination of the persons or classes of persons who require PHI, and the nature of the health information they require, consistent with their job responsibilities.
6. Access to a patient's entire file will not be allowed except when expressly permitted by City Policy or approved by the Privacy Officer.
7. Fire department employees are not required to limit their disclosure to the minimum amount of information necessary when disclosing PHI to other health care providers for treatment of the patient. This includes doctors, nurses, etc. at the receiving hospital, any mutual aid provider, your fellow crewmembers involved in the call, and any other person involved in the treatment of the patient who has a need to know that patient's PHI. In addition, disclosures authorized by the patient are exempt from the minimum necessary requirements unless the authorization to disclose PHI is requested by the Village.
8. Authorizations received directly from third parties, such as Medicare, or other insurance companies that direct you to release PHI to those entities, are not subject to the minimum necessary standards. All requests from Medicare or insurance companies shall be directed to the Villages third party billing agency.
9. For all other uses and disclosures of PHI, the minimum necessary rule is likely to apply. A good example of when the minimum necessary rule applies is when the fire department conducts quality assurance activities. In most situations it is not necessary to disclose certain patient information such as the patient's name, address, social security number, all PHI of the treated patient, in order to conduct a call review. This sensitive information should be redacted or blacked out from the PCR being used as a Q/A example.
10. If the Germantown Fire Department needs to request PHI from another health care provider on a routine or recurring basis, we will only request the reasonably necessary information needed for the intended purpose, as described below. For requests not covered below, the determination will be made individually for each request and you should consult the EMS Medical Director for guidance. For example, if the request is non-recurring or non-routine, like making a request for documents via a subpoena, we must review the request to make sure it covers only the minimum necessary PHI to accomplish the purpose of the request.



## 0103.02 HIPAA SECURITY ACCESS DISCLOSURE

| Holder of PHI                              | Purpose of Request                                                                                                            | Information Reasonably Necessary to Accomplish Purpose                                                                                 |
|--------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|
| Skilled Nursing Facilities                 | To have adequate patient records to determine medical necessity for service and to properly bill for services provided        | Patient face sheets, discharge summaries, Physician Certification Statements and Statements of Medical Necessity, Mobility Assessments |
| Hospitals                                  | To have adequate patient records to determine medical necessity for service and to properly bill for services provided        | Patient face sheets, discharge summaries, Physician Certification Statements and Statements of Medical Necessity, Mobility Assessments |
| Mutual Aid Ambulance or Paramedic Services | To have adequate patient records to conduct joint billing operations for patients mutually treated/transported by the Company | Patient care reports                                                                                                                   |

11. For all other requests, determine what information is reasonably necessary for each on an individual basis.
12. The fire department understands that there will be times when there are incidental disclosures about PHI in the context of caring for a patient. The privacy laws were not intended to impede common health care practices that are essential in providing health care to the individual. Incidental disclosures are inevitable, but these will typically occur in radio or face-to-face conversation between health care providers, or when patient care information in written or computer form is left out in the open for others to access or see.
13. The fundamental principle is that all staff needs to be sensitive about the importance of maintaining the confidence and security of all material we create or use that contains patient care information. Coworkers and other staff members should not have access to information that is not necessary for the staff member to complete his or her job. For example, it is generally not appropriate for field personnel to have access to billing records of the patient.

However, all personnel must be sensitive to avoiding incidental disclosures to other health care providers and others who do not have a need to know the information. Pay attention to who is within earshot when you make verbal



## 0103.02 HIPAA SECURITY ACCESS DISCLOSURE

statements about a patient's health information, and follow some of these common sense procedures for avoiding accidental or inadvertent disclosures:

- a) Verbal Security
  - i) Waiting or Public Areas: If patients are in waiting areas to discuss the service provided to them or to have billing questions answered, make sure that there are no other persons in the waiting area, or if so, bring the patient into a screened area before engaging in discussion.
  - ii) Garage Areas: Fire department members should be sensitive to that fact that members of the public and other agencies may be present in the garage and other easily accessible areas. Conversations about patients and their health care should not take place in areas where those without a need to know are present.
  - iii) Other Areas: Fire department members should only discuss patient care information with those who are involved in the care of the patient, regardless of your physical location. You should be sensitive to your level of voice and to the fact that others may be in the area when you are speaking. This approach is not meant to impede anyone's ability to speak with other health care providers freely when engaged in the care of the patient. When it comes to treatment of the patient, you should be free to discuss all aspects of the patient's medical condition, treatment provided, and any of their health information you may have in your possession with others involved in the care of the patient.
- b) Physical Security
  - i) Patient Care and Other Patient or Billing Records: Patient care reports should be stored in safe and secure areas. When any paper records concerning a patient are completed, they should not be left in open bins or on desktops or other surfaces. Only those with a need to have the information for the completion of their job duties should have access to any paper records.
  - ii) Billing records, including all notes, remittance advices, charge slips or claim forms should not be left out in the open and should be stored in files or boxes that are secure and in an area



### 0103.02 HIPAA SECURITY ACCESS DISCLOSURE

with access limited to those who need access to the information for the completion of their job duties.

- iii) Computers and Entry Devices: Computer access terminals and other remote entry devices such as PDAs and laptops should be kept secure. Access to any computer device should be by password only. Members should be sensitive to who may be in viewing range of the monitor screen and take simple steps to shield viewing of the screen by unauthorized persons. All remote devices such as laptops and PDAs should remain in the physical possession of the individual to whom it is assigned at all times.

c) Penalties for Violation

- i) The Germantown Fire Department takes its responsibility to safeguard patient information very seriously. There are significant legal penalties against companies and individuals that do not adhere to the laws that protect patient privacy.
- ii) Members who do not follow our guidelines on patient privacy will be subject to disciplinary action. The Germantown Fire Department shall make every effort to provide remedial education and training as to our policies and procedures when there is a first time violation of our policies.

- 14. The Germantown Fire Department has appointed a Privacy Officer to oversee our policies and procedures on patient privacy and to monitor compliance. The Privacy Officer is also available to members for consultation on any issues or concerns about how our department deals with protected health information. Members should feel free to contact the Privacy Officer with questions or concerns.

**-END-**



## 0201.02 RISK MANAGEMENT PLAN

Chapter II Operations

Chapter 01 Safety

Topic 02 Risk Management Plan

### A. PURPOSE

To provide a method by which hazards associated with the performance of emergency and non-emergency duties carried out by the members of the Germantown Fire Department are identified and addressed.

### B. SCOPE

This guideline applies to all activities of the Germantown Fire Department. This includes, but is not limited to rescue, fire suppression, emergency medical services, hazardous materials operations, technical rescue operations, training, or any related activities.

### C. TERMS AND DEFINITIONS

There are no special terms or definitions in this guideline.

### D. GUIDELINES

- 1) The Risk Management Plan shall be a dynamic document, proactive whenever possible and reactive when necessary.
- 2) The current Risk Management Plan shall be posted on the Bulletin Board at all fire department facilities. The plan shall be dated and include a review date.
- 3) The Risk Management Plan consists of the following components organized in an easily-readable matrix format:
  - a) Risk Identification: Potential problems based on local and national loss experience and trends.
  - b) Risk Evaluation: Likelihood of occurrence of a given problem and the severity of its consequences.
  - c) Prioritization of Risks: Prioritize risks based on analysis factors.



## 0201.02 RISK MANAGEMENT PLAN

- d) Risk Control Techniques: Solutions for elimination or mitigation of potential problems.
  - e) Risk Management Monitoring: Evaluation of the effectiveness of risk control techniques.
- 3) Responsibilities.
- a) The Fire Chief has the responsibility to see that the Risk Management Plan is implemented.
  - b) The Fire Chief has the responsibility of keeping accurate loss records and shall be assisted by the Deputy Chief(s) in plan implementation.
  - c) A designated Safety Lieutenant shall serve as the Fire Department Safety Officer and shall guide the safety program. The Safety Lieutenant may receive notices of, or observe, unsafe conditions and whenever possible shall work with the Fire Chief to correct issues to prevent reoccurrence.
  - d) All department members shall provide input when requested, sharing their experiences from the emergency scene and daily activities. The Company Officers are responsible for notifying the Fire Chief of any unsafe conditions that may result in a loss to department personnel or property. They shall use the concepts of risk/benefit analysis in commanding emergency incidents.
  - e) Company Officers have the responsibility of ensuring the safety of firefighters and the public in their daily activities, in both emergency and non-emergency operations. Events that result in loss to personnel or property shall be reported to the Fire Chief in a timely manner so that a proper investigation/evaluation may occur and similar losses are prevented in the future.
  - f) Drivers and operators of fire department vehicles shall carry out their duties in a safe manner at all times, following State of Wisconsin Motor Vehicle Code and GFD Standard Operating Guidelines. They are responsible for the routine maintenance of the vehicle and its safe operation to, at, and from the scene. If a condition exists that makes the operation of the vehicle or equipment unsafe, the MPO shall follow department guidelines for correcting the problem. This may include placing the vehicle or equipment out-of-service if necessary.



## **0201.02 RISK MANAGEMENT PLAN**

- g) Firefighters shall perform their duties in a safe manner. They are responsible for promptly reporting and/or correcting unsafe conditions.
- 4) All department members, when reporting unsafe conditions, are encouraged to provide suggestions for corrective action to be taken. The use of the department Near Miss Program is also encouraged.

**-END-**



## 0201.03 APPARATUS RESPONSE

Chapter: II Operations

Subject: 01 Safety

Topic: 03 Apparatus Response

### A. PURPOSE

To provide a guideline for the safe operation of fire department vehicles and apparatus.

### B. SCOPE

This guideline shall apply to all fire department vehicle operations.

### C. TERMS AND DEFINITION

Apparatus: A fire department emergency vehicle used for rescue, fire suppression, or other specialized function.

Non-priority: A response mode that follows normal driving speeds and regulations; does not include the use of emergency warning devices.

Priority: A response mode that follows rules set forth in Wisconsin Statute 346.03, Rules of the Road (See Appendix B) except as amended by this guideline; includes the use of emergency warning devices.

Vehicle: Any vehicle owned or operated by the fire department.

Negative Right of Way intersection: An intersection where the apparatus does not have the right of way. IE-no turning lane.

### D. GUIDELINE

- 1) General vehicle operations safety.
  - a) MPO's or drivers of fire department vehicles shall be directly responsible for the safe and prudent operation of the vehicle under all conditions.
  - b) Where MPO's or driver is under the direct supervision of an officer, that



### 0201.03 APPARATUS RESPONSE

officer shall ensure that the driver is operating the vehicle in a safe and prudent manner.

- c) During non-emergency travel, MPO's or drivers of fire department vehicles shall obey all traffic control signals and signs and all the laws and rules of the road as required by State and local authority.
  - d) MPO's or drivers shall not move fire department vehicles or apparatus until all persons on the vehicle are seated and secured with safety belts in approved riding positions, other than those specifically allowed in hose loading operations or while *actively* providing medical care.
  - e) All members riding in fire department vehicles or apparatus shall be seated in approved riding positions and shall be secured by safety belts whenever the vehicle is in motion. Members shall remain seated and secured until the vehicle has come to a complete stop. SCBA harnesses shall not be considered vehicle safety belts.
  - f) The company officer and driver of the vehicle shall confirm that all personnel and riders are on-board, properly attired, with seat belts on, before the vehicle is permitted to move. This confirmation shall require a positive response from each rider.
  - g) No person shall stand in or on the vehicle while it is in motion.
  - h) While the vehicle is in motion, the donning or doffing of equipment and personal protective clothing that requires removal of any restraining safety belt or other device shall be prohibited.
  - i) No fire department large vehicle should be driven off-road unless authorized by the officer. Off-road use of small vehicles should be limited to those vehicles that are designed for off-road use and only in situations that may result in loss of life or significant property damage.
- 2) Emergency response.
- a) Members shall follow all laws and regulations of the State of Wisconsin that govern the operation of motor vehicles during emergency response. If this guideline conflicts with any laws or regulations, the most restrictive shall apply.



### 0201.03 APPARATUS RESPONSE

- i) Emergency response is authorized only in conjunction with emergency incidents. Unnecessary emergency response shall not be permitted. When the first suppression (Engine or Truck) unit reports on the scene and establishes and confirms there is no emergency, all other responding units to downgrade to a non-priority response mode.
- b) Drivers may exceed posted speed limits during an emergency response under favorable conditions. *Favorable conditions mean light traffic, good roadway surface, good visibility, and dry pavement.* At no time shall speed exceed 10 mph above the posted speed limit on non-State-Highway roads and 20 mph on State highways .At all times they shall drive with due regard for the safety of all persons. In less than favorable conditions, the posted speed limit is the maximum permissible.
- c) When emergency vehicles must travel in oncoming traffic lanes the maximum permissible speed shall be 20 mph. On limited access roadways (e.g. interstates, freeways) the use of the oncoming traffic lane shall only be used at the request of law enforcement and only after it is assured that all oncoming traffic is stopped.
- d) Intersections present the greatest danger to emergency vehicles.
  - i) When approaching a negative right-of-way intersection the vehicle should come to a complete stop and should proceed only when the driver can account for all oncoming traffic in all lanes yielding the right-of-way.
  - ii) When emergency vehicles must use center or oncoming traffic lanes to approach controlled intersections they should come to a complete stop before proceeding through the intersection including occasions when the emergency vehicle has a green light.
  - iii) When approaching or crossing an intersection with the right-of-way, drivers should not exceed the posted speed limit.



### 0201.03 APPARATUS RESPONSE

- e) Headlights, all emergency warning lights, and siren shall be operating during a priority response. If directed to downgrade to non-priority response by the dispatcher or the incident commander, warning lights and siren shall not be used and response shall follow the normal flow of traffic.
- f) MPO's and drivers of fire department vehicles should bring the vehicle to a complete stop and shall not proceed until it is confirmed that it is safe to do so for any of the following situations:
  - i) When directed to stop by a law enforcement officer;
  - ii) Red traffic signals;
  - iii) Stop signs;
  - iv) Negative right-of-way intersections;
  - v) Blind intersections;
  - vi) When the driver/operator cannot account for all lanes of traffic in an intersection;
  - vii) When any other intersection hazards, for example construction operations are present;
  - viii) When encountering a stopped school bus with activated warning lights;
- g) Railroad crossings.
  - i) The driver/operator shall obey all railroad crossing signals, even when responding to emergencies.
  - ii) Fire department vehicles should not be driven around railroad crossing gates.
- h) The MPO's and drivers shall maintain a distance in front of the vehicle that is at least equal to the minimum travel distance necessary to stop the vehicle without contacting another object.



### 0201.03 APPARATUS RESPONSE

- i) The MPO's and drivers of fire department vehicles or apparatus following one another shall maintain adequate distance to avoid rear-end collisions.
  - j) Overtaking and passing vehicles during emergency response shall be accomplished with extreme caution. When necessary, the pass shall be made to the left side of the other vehicle. Passing to the right is dangerous and should be avoided.
- 3) Crash and injury prevention.
- a) Backing.
    - i) Whenever possible, backing of fire department apparatus should be avoided.
    - ii) When required to back up, at least one person (spotter) should be positioned at the rear of the apparatus to assist the driver. The spotter should be visible in the driver's mirror and the driver shall have the window opened to hear commands from the spotter. During darkness the spotter shall have a hand light. Do not direct the hand light in the driver's mirrors.
    - iii) In the event a parked apparatus needs to be backed up without assistance, the driver shall walk completely around the unit to identify obstacles or problems.
  - b) Fire department vehicles shall be used as a shield from traffic when possible, appropriate warning lights shall be operating. Traffic cones, signs, or flares, shall be placed to warn oncoming traffic as per TIME training
  - c) During night operations, vehicle-mounted and portable floodlights should be used to illuminate the scene. All lighting should be managed to prevent blinding other drivers as they approach the scene.
  - d) Hose-loading operations shall be permitted to be performed on moving apparatus only where all of the following conditions are met:



### **0201.03 APPARATUS RESPONSE**

- i) A member, other than those loading hose, shall be assigned as a safety observer. The safety observer shall have an unobstructed view of the hose-loading operation and shall be in visual or radio and voice contact with the apparatus driver/operator. The preferred method should be via the wireless headset if available.
  - ii) Non-fire department traffic shall be excluded from the area or shall be under the control of law enforcement.
  - iii) The fire apparatus should, if practical only be driven in a forward direction at a speed not to exceed five mph.
  - iv) No member shall be allowed to stand on the tail step, side steps, or running boards while the apparatus is in motion.
  - v) Members are permitted in the hose bed but shall not be standing while the apparatus is in motion.
  - vi) When compliance with this guideline is not possible, hose shall not be loaded on the moving apparatus.
- e) During non-emergency travel, MPO's and drivers of fire department vehicles shall obey all traffic laws and regulations of the State of Wisconsin, local ordinance, and the Germantown Fire Department Policy and Procedures Manual.

**-END-**



## **0201.04 RIDE ALONG POLICY**

Chapter II Operations

Chapter 01 Safety

Topic 04 Ride Along Policy

### **A. PURPOSE**

To provide guidance for department personnel when non-employees request to ride on fire department vehicles.

### **B. SCOPE**

This guideline applies to all requests to ride along with the Germantown Fire Department. This includes, but is not limited to rescue, fire suppression, emergency medical services, hazardous materials operations, technical rescue operations, training, or any related activities.

### **C. TERMS AND DEFINITIONS**

- 1) Observer: The person that has requested and received written approval to ride along with fire department personnel.

### **D. GUIDELINES**

- 1) The person requesting a ride along must submit a completed Agreement Assuming Risk of Injury or Damage, Waiver, and Release of Claims and Indemnity Agreement ( See Appendix C) form to the Fire Chief's office in advance of the date requested.
- 2) The Fire Chief or designee must approve all ride along requests.
- 3) The observer must review the HIPAA guidelines, documented in writing, as provided by the Germantown Fire Department.
- 4) The Germantown Fire Department shall retain the right to cancel or terminate ride along agreements at any time for any reason.
- 5) Observers must wear seat belts at all times while riding in fire department vehicles/apparatus.

**-END-**



## 0201.05 MAYDAY

Chapter: II Operations

Subject: 01 Safety

Topic: 05 Mayday

### A. PURPOSE

To establish clearly defined parameters under which a firefighter should call a Mayday and to ensure that, as standard practice, that critical information is transmitted in a uniform format.

### B. SCOPE

Whenever a firefighter believes that his or her life or the life of another may soon be, or is in imminent danger.

### C. TERMS AND DEFINITIONS

- 1) Mayday: An emergency distress signal indicating that one or more fire/rescue personnel need emergency assistance.

### D. GUIDELINE

- 1) The first and most important factor in the Mayday process is the decision to call a Mayday. Firefighters should understand that the decision to call a Mayday must be made before entering the hazard area. You should firmly establish in your mind under which circumstances you will call a Mayday.
- 2) If a firefighter encounters any of the following situations while operating in a hazardous environment, he or she shall call a Mayday:
  - a) Fall: May include falling down stairs, falling through a floor or roof, or falling through any other opening.
  - b) Collapse: May include ceiling collapse, floor collapse, roof collapse, collapse of large or heavy materials, or the collapse of any other structural member.
  - c) Activation of alarms: May include low air alarm activation, personnel cannot locate an exit immediately, or PASS device activation.



## 0201.05 MAYDAY

- d) Entanglement: May include becoming entangled in wires or any other debris that restricts or limits movement.
  - e) Lost: May include off a hose-line or search line in a large/open area with zero visibility, an inability to locate a door or window for exit, or disorientation.
  - f) Trapped: May include inability to move or cannot exit due to structural or other problems.
  - g) Significant fire event: May include a flashover, backdraft, or “smoke explosion.”
  - h) At any time a firefighter believes the safety of a crew or crewmember is or may soon be at risk.
- 3) In order to standardize the information transmitted during a Mayday, the P.L.A.N. format shall be used:
- a) Person – Who you are and what unit you are assigned to?
  - b) Location – Where are you in the building or hazard zone?
  - c) Action – What are you doing to help yourself?
  - d) Needs – What do you need when help arrives? (air, water, assistance)
- 4) Firefighters who find themselves lost should take the following actions:
- a) Call for help immediately! MAYDAY, MAYDAY, MAYDAY. The “Window of Survivability” closes rapidly in these situations. This should occur as soon as the firefighter thinks they are in trouble.
  - b) Activate PASS Device. As soon as the firefighter realizes they are lost or trapped, the PASS Device must be manually activated. If the device interferes with radio communications, it may be turned off temporarily. Once messages are completed, the device must again be manually activated.
  - c) Crews should stay together. If more than one firefighter is lost, they should stay together to increase the odds of all being found and rescued together.



## 0201.05 MAYDAY

- d) If possible, locate a hoseline or lifeline and follow it out of the area. Remember that the female end of the couplings lead to the pump (outside).
- e) Search for an exit. A lost firefighter should always attempt to get out of the building by whatever means possible. Locate exterior walls to search for doors and windows. At a minimum, firefighters should try to get near a wall or in a hallway, as these areas will be searched first by rescue personnel.
- f) Locate an area of refuge. Find a room or floor of the building not involved in fire and take advantage of this location. Report the new location to Command immediately.
- g) Stay calm and conserve air. A conscious effort should be made to control breathing. Cease any unnecessary physical activity.
- h) If necessary, create an SCBA face piece filter. If SCBA air is depleted, the firefighter may use the protective hood as a particulate filter. The hood should be placed over the opening of the face piece.
- i) Assume a horizontal position. If a firefighter cannot get out, he should assume a horizontal position on the floor that maximizes the audible effect of the PASS device. In a high heat situation, consider assuming a position to protect the SCBA high-pressure regulator and low-pressure hose. This should be done near an exterior wall, doorway or hallway to ensure quick discovery by rescue crews.
- j) Use a flashlight and make tapping noises. If awaiting rescue, the firefighter should attempt to position the flashlight in such a way as to enhance the rescuers ability to see the light. If possible the firefighter should make tapping noises to assist rescuers in locating him.

**-END-**



## 0202.01 COMMAND/RIT

Chapter: II Operations

Subject: 02 Command

Topic: 01 Command/RIT

### A. PURPOSE

To ensure that, as standard practice, a properly equipped rescue team is readily available to the Incident Commander (IC), and to provide a guideline for action if the IC is made aware, or has reason to believe, that a firefighter or crew is lost or trapped.

### B. SCOPE

Wherever persons are operating in positions or performing functions, including special operations that would subject them to danger of injury in the instance of equipment failure or sudden catastrophic event.

### C. TERMS AND DEFINITIONS

- 1) RIT: A Rapid Intervention Team is a dedicated rescue team whose duties are to assist and/or rescue firefighters in trouble on the fire ground. The RIT shall be on standby, fully prepared for emergency rescue. Fully donned protective clothing, including SCBA is necessary.
- 2) Working Fire: In the judgment of the incident commander, a fire beyond the incipient stage where crews may undertake aggressive interior fire attack.

### D. GUIDELINE

- 1) Rescue of trapped or lost fire fighters in a burning building is especially time sensitive. An immediate and well-organized search and rescue response must be implemented to take advantage of the very limited survival time element.
- 2) The incident commander is responsible for assigning a minimum of two (2) initially preferably at least four (4) members to serve as a RIT at an emergency incident.



## 0202.01 COMMAND/RIT

- a) The composition of the RIT shall remain flexible, based on the type and size of the incident and the complexity of the operation. The IC shall evaluate the situation and the associated risks to operating teams and provide one or more RITs, depending on the circumstances. The IC shall ensure that the RIT reports to the command post or an assigned sector location until the incident is declared stable.
- b) Under normal circumstances, the RIT will not participate in essential fireground tactics.
- 3) The determination of which crew to utilize for the RIT shall be the responsibility of the IC. The IC is responsible for deploying the RIT as needed.
- 4) In the initial stages of an incident, the rapid intervention team shall be two on-scene members designated and dedicated as the Initial Rapid Intervention Team (IRIT). These members shall don full personal protective equipment and SCBA and shall assemble outside of the immediately dangerous to life or health (IDLH) atmosphere.
- 4) The function of these team members is to account for, and if necessary, initiate a firefighter rescue. One IRIT member must be free of all other tasks in order to account for, and if necessary, initiate a rescue for those firefighters inside. The other IRIT member is permitted to perform other tasks, but only if those tasks could be immediately abandoned without jeopardizing the safety and health of others at the emergency scene.
- 5) As the incident expands in size or complexity the IC shall assign and dedicate a RIT team. The team given the task of RIT shall be assigned the RIT radio designation. The RIT shall remain on alert status until the IC decides the complexity of the operation no longer presents a significant risk to operating teams. The RIT shall be either:
  - i) On-scene members designated and dedicated as rapid intervention crews, or
- 6) When the IC is made aware or has reason to believe that a firefighter is lost or trapped the following actions should be taken:
  - a) Isolate Communication Channel



## 0202.01 COMMAND/RIT

- b) If feasible, continue essential operations and contact members in nearby areas. These members may know the location of the missing firefighter.
  - c) If the IC believes the structure is a potential problem, evacuate members from unsafe areas or the entire structure.
    - i) There could be identified weakness in the structure that caused the fire fighter to be missing i.e., stairway missing, hole in the floor, elevator shaft open, etc.
    - ii) The IC should use extreme caution in authorizing the sounding of the evacuation signal as members are trained to completely evacuate at the sound of this signal. A tactical withdrawal from unsafe areas, as identified by the IC, must be evaluated.
    - iii) Identified safety hazards shall be communicated to all members by radio. When necessary, a formal staging area shall be established for members being removed from the structure.
    - iv) Cease all unnecessary radio traffic and if necessary move essential fire operations communications to an alternate channel until RIT operation is complete.
  - d) Initiate a head count. As soon as the evacuation process is complete the IC shall initiate a Personnel Accountability Report (PAR) to determine the missing members.
  - e) Upgrade to the next box alarm.
  - f) Evaluate the building and environmental conditions. An evaluation of rapidly changing building conditions or the incident environment must be undertaken while the evacuation, whole or in part, is being made.
  - g) Question and meet with personnel. All officers, or those specifically identified by the IC, should immediately report to the command post, in person or via radio, to determine the problem.
- 6) Officers shall ensure that no freelancing or unauthorized searches occur. They shall immediately question their crewmembers and report any knowledge of the firefighter reported to be lost or trapped to the command post.



## 0202.01 COMMAND/RIT

- 7) Based on that information obtained, the IC will develop an action plan to include the following:
- a) Establish search sector plan.
  - b) Establish separate search sectors.
  - c) Announce any change in strategy or operating mode, i.e., offensive to defensive or interior to exterior.
  - d) Identify points of entry/egress and assign personnel at each location.
  - e) Establish secondary means of egress (ladder to upper floors, rope rescue lines).
  - f) Provide support for the rapid intervention crew (ventilation, lights, back-up team).
  - g) Deploy the RIT.

**-END-**



## 0202.03 FIREGROUND ACCOUNTABILITY

Chapter: II Operations

Subject: 02 Command

Topic: 03 Fireground Accountability

### A. PURPOSE

To create a standard method of accounting for the location and assignment of members operating at the scene of an emergency or training exercise.

### B. SCOPE

This guideline shall apply at all incidents where any members are operating in a hazard zone.

### C. TERMS AND DEFINITIONS

- 1) Hazard Zone: Any area that requires an SCBA, charged hose line, and special protective clothing; or in which a firefighter is at risk of becoming lost, trapped, or injured by the environment or structure.
- 2) Passport: The ID Velcro tags from each company member that are grouped together on the apparatus card at the beginning of each day.
- 3) PAR: The acronym for Personnel Accountability Report, a systematic roll call of members assigned to an incident.

### D. GUIDELINE

- 1) General Safety Rules.
  - a) All personnel must be under direct supervision of a company officer. All company officers will be under the direct supervision of the incident commander or division/group supervisor. *There will be no freelancing.*
  - b) Under normal circumstances, a company officer's span of control will be 3 to 7 members.



### 0202.03 FIREGROUND ACCOUNTABILITY

- c) Company officers must keep their crews together and be able to immediately account for all members under their direct supervision throughout an incident. Reduced visibility and increased risk will require working very close to each other.
- d) Companies not assigned a task will report to the staging area. Company officers will advise the incident commander or supervisor of any changes in status, which will be logged by the Accountability Officer.
- e) All companies will be equipped with a radio. If a radio fails while in a hazard zone, the company will immediately exit, notify command of the problem, and shall not be reassigned to the hazard zone until a replacement radio is obtained.

#### 2) Communications.

Communications is a key element of an effective accountability system. The company officer must keep the incident commander or their supervisor aware of the company's:

- a) Entry into the building/area.
- b) Task and location.
- c) Significant findings and observations.
- d) Exit from building/area and destination.

#### 3) Equipment.

- a) Company/Member Identification.
  - i) The turnout coat will display the member's last name on the lowest area on the back of the coat when practical..
- b) Cards and Passports.
  - i) All members will be issued accountability system tags. A tag from each company member will be placed on each of the



### 0202.03 FIREGROUND ACCOUNTABILITY

passport cards located on the inside the apparatus. This group of ID cards will be known as the “passport.” The passport will be given to or collected by the IC or accountability officer on scene to track the company’s activity and availability.

- ii) The company officer will ensure the accuracy of the passport at the beginning of the response.
- c) Status Display.
  - i) Each company will have passports located in an area where passports can be collected and the Accountability Officer can track the status of crews working in the hazard zone.
  - ii) An accountability clipboard with ICS worksheets will be carried in each chief’s vehicle. The clipboard will be equipped with fasteners for passports and will have an appropriate pen or marker available.
- 4) Accountability System Implementation.
  - a) Accountability Officer.
    - i) The incident commander shall assign a member to perform the duties of the Resources Unit. This assignment may vary by size or complexity of the incident.
  - b) Locations.
    - i) The first engine to each geographic side will serve as the initial accountability location.
    - ii) First alarm companies should leave their passports on the apparatus. The IC or Accountability Officer will collect the passports as time allows.
    - iii) Whenever possible, the Accountability Officer will be located in a position that has a clear view of the primary point of entry.



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c) Point of Entry Control.

When collected, passports will remain with the Accountability Officer, near the point of entry. The ICS worksheet will display the status (location and task) of all companies assigned to the incident.

d) Tactical Benchmarks.

i) Several accountability benchmarks are included in tactical operations. The Personnel Accountability Report (PAR) involves a roll call of members assigned to the incident. For the company officer, a PAR is a confirmation that members assigned to his/her crew are visually accounted for. For command or a division/group supervisor, a PAR is an accounting for all crewmembers of all companies assigned to him/her. Reports of PARs should be conducted face-to-face within the company or within the division/group whenever possible.

ii) A PAR will be initiated by command in the following situations:

- (a) Any report of a missing or trapped firefighter.
- (b) Any change from offensive to defensive attack mode.
- (c) Any sudden hazardous event at the incident (flashover, backdraft, collapse, etc.).
- (d) By crew(s) reporting "primary search completed" (company officers of crews responsible for search and rescue will ensure they have a PAR for their crews at the time they report an all clear).
- (e) At a report of fire under control.
- (f) Any time command requests.



### 0202.03 FIREGROUND ACCOUNTABILITY

- (g) No more than 20 minutes of elapsed time shall pass without a PAR.
- e) Missing or Trapped Firefighters.
  - i) In the event a firefighter or crew is determined to be missing, trapped, or a MAYDAY is broadcast, command shall be notified immediately – PLAN Report. Command will immediately request an extra alarm assignment through the dispatch center. A situation assessment must be performed prior to re-assigning resources.
  - ii) Command should reassign tac channel. A brief description of the emergency should be transmitted by command. Crews operating at the incident may expect to be reassigned. This may include evacuation or a change in attack modes.
  - iii) **“MAYDAY, MAYDAY, MAYDAY!”**

Notification: The firefighter shall issue over the radio  
“MAYDAY,  
MAYDAY.  
MAYDAY.”

The firefighter will transmit a “P.L.A.N.” report

Person – Who you are and what unit you are assigned to?  
Location – Where are you in the building or hazard zone?  
Action – What are you doing to help yourself?  
Needs – What do you need when help arrives? (Air, water, assistance)

For the MAYDAY call to be completed it must be received and reported to command, Once received, information must be repeated back to the firefighter. This is the only way the firefighter calling the MAYDAY will know their message was received correctly.
  - iv. Command:
    - a) Acknowledge the MAYDAY
    - b) Attempt to contact MAYDAY firefighter. Verify team and



### 0202.03 FIREGROUND ACCOUNTABILITY

- last known location
  - c) Assign RIT to action
  - d) Call for "Emergency Traffic only Status"
  - e) Assign operations to a secondary channel
  - f) Request the next greater alarm.
  - g) Conduct a P.A.R.
  - h) Evaluate the need for evacuation
- 5) Terminating the Passport System.

The passport system will be maintained throughout the incident. The company officer will collect the passport after they have been cleared from the incident but prior to leaving the scene.

- 6) Summary of Accountability System Responsibilities.

Accountability will work only with a strong personal commitment to the safety system. This commitment involves the following responsibilities:

- a) Firefighter: Responsible for staying with his/her crew at all times and ensuring that his/her ID tag is on the passport at all times.
- b) MPO: The driver or pump operator of the first engine to each geographic side of the incident becomes the initial Accountability Officer. The driver or pump operator must manage accountability until relieved by the IC or Accountability Officer.
- c) Company Officer: Responsible for keeping his/her crew intact at all times and that the passport is current and accurate. The passport should reflect only those members operating in the hazard zone.
- d) Division or Group Supervisor: Responsible for maintaining an awareness of their location and status of all resources in his/her division/group.
- e) Accountability Officer: Reports to the Planning Section Chief or the Incident Commander, tracking the location and status of all assigned resources. Maintains a master list of all resources committed to incident operations.



### **0202.03 FIREGROUND ACCOUNTABILITY**

- f) Command: Responsible for maintaining an awareness of the location and status of all resources assigned to the incident through regular communications with the Accountability Officer or Planning Section Chief.

**-END-**



## **0202.04 FIREGROUND REHABILITATION**

Chapter: II / Operations

Subject: 02 Command

Topic: 04 Fireground Rehabilitation

### **A. PURPOSE**

To create a guideline for the rest and rehabilitation of members operating at an emergency scene or training exercise, so that the physical and mental capacity does not deteriorate to a point that affects the safety of each member; or jeopardizes the safety and integrity of the operation.

### **B. SCOPE**

This guideline shall apply to all emergency operations and training exercises where strenuous physical activity, or exposure to heat or cold, exists.

### **C. TERMS AND DEFINITIONS**

There are no special terms or definitions in this section.

### **D. GUIDELINES**

#### **1) Responsibilities.**

- a) The incident commander shall consider the circumstances of each incident and make adequate provisions early in the incident for the rest and rehabilitation for all members operating at the scene.
- b) Company officers shall maintain an awareness of the condition of each member operating within their span of control and ensure that adequate steps are taken to provide for each member's safety and health. The command structure shall be utilized to request relief and the reassignment of fatigued crews.
- c) Members shall advise their company officer when they believe that their level of fatigue, or exposure to heat or cold, is approaching a level that could affect themselves, their crew, or the operation in which they are involved. Members shall also remain aware of the health and safety of other members of their crew.



## **0202.04 FIREGROUND REHABILITATION**

### **2) Rehabilitation Sector.**

The incident commander shall establish a Rehabilitation Sector when conditions indicate that rehabilitation is needed for members operating at an emergency incident or training exercise. An EMT-IV Tech or Paramedic will be placed in charge of the sector and shall be known as the rehab officer.

#### **a) Location.**

The incident commander, consulting with the rehab officer, will locate the rehabilitation area using the following considerations:

- i) It shall be far enough away from the scene that members can safely remove their turnout gear and SCBA.
- ii) It should provide protection from the prevailing environmental conditions. During hot weather, it should be in a cool, shaded area. During cold weather, it should be in a warm, dry area.
- iii) It should be in an area that is free of exhaust fumes from apparatus, vehicles, or equipment.
- iv) It should be large enough to accommodate multiple crews, based on the size of the incident.
- v) It should be easily accessible to EMS units.

#### **b) Department supplied resources.**

- i) Fluids - The department shall ensure that each engine company is equipped with bottled drinking water.
- ii) Medical - The department shall ensure that blood pressure cuffs, stethoscopes, oxygen administration equipment, cardiac monitors, intravenous solutions and thermometers are available.
- iii) Miscellaneous equipment - The rehab officer shall have access to, or the means to obtain fans, tarps, floodlights, blankets and towels.



## **0202.04 FIREGROUND REHABILITATION**

c) Rehab sector establishment.

Command shall consider the need for rehab at any incident or activity that is large in size, long in duration, or labor intensive.

d) Hydration.

- i) A critical factor in the prevention of heat injury is the maintenance of water and electrolytes. While working at emergency incidents, it is recommended members consume at least one quart of water per hour.
- ii) During periods of hot weather, members are encouraged to drink water throughout the workday.
- iii) Members are encouraged to drink at least eight ounces of water during each SCBA bottle change.
- iv) Caffeinated and carbonated beverages should be avoided before and during heat stress.

e) Nourishment.

- i) The department shall allow for nourishment at the scene of an extended incident.
- ii) It is suggested that soup, broth, or stew; as well as fresh fruits such as apples, oranges, and bananas be provided. It is also suggested that fatty or salty foods be avoided.



## **0202.04 FIREGROUND REHABILITATION**

f) Rest.

Members having worked for two full 30-minute air bottles, or 45 minutes, shall be immediately placed in the rehab area for rest and evaluation. Rest shall not be less than 10 minutes and shall be determined by the rehab officer. Crews released from the rehab sector shall report to staging, or command if a staging sector has not been established.

g) Medical evaluation.

- i) EMS - Medical evaluations shall be provided by the most highly trained and qualified medical personnel at the scene (ALS preferred). At a minimum they shall evaluate heart rate and body temperature as early as possible in the rest period. Other vital signs shall be taken as needed. Any required medical treatment will follow local medical protocols.
- ii) Prior to being released from Rehab heart rate and temperature reading shall be taken - If the member's heart rate exceeds 110 beats per minute (bpm), and the member's temperature exceeds 100.6 F, he/she should not be permitted to wear protective equipment. If it is below 100.6 F and the heart rate remains above 110 bpm, rehab time should be increased.
- ii) Documentation - All medical evaluations shall be recorded on forms provided, along with the member's name and complaints, and must be signed, dated, and timed by the rehab officer or his/her designee. These forms shall be forwarded to the incident commander at the end of the incident. If medical treatment is required a WI EMS Report must be generated.
- iii) At all times the Rehab Group must follow HIPPA Guidelines for patient security.

**-END-**



## **0202.06 INCIDENT COMMAND SYSTEM**

Chapter II Operations

Subject 02 Command

Topic 06 Incident Command System

### **A. PURPOSE**

To provide a standardized incident organizational structure for the management of all incidents that will meet the requirements of the National Incident Management System (NIMS).

### **B. SCOPE**

This guideline shall apply to all incidents to which the Germantown Fire Department responds.

The Germantown Fire Department hereby adopts the National Incident Management System, Incident Command System.

### **C. TERMS AND DEFINITIONS**

- 1) Chain of Command: A series of command, control, executive, or management positions in hierarchical order of authority.
- 2) Command: This refers to both the function and the person in charge of the incident. Rank can vary from the first-arriving company officer to the fire chief.
- 3) Fire Ground Commander = FGC

### **D. GUIDELINE**

- 1) The organization of the Incident Command System (ICS) is built around five major functional areas. These functional areas are the basis for the primary ICS Sections:
  - a) Command. Sets objectives and priorities; has overall responsibility at the incident or event.



## 0202.06 INCIDENT COMMAND SYSTEM

- b) Operations. Conducts tactical operations to carry out the plan, develops the tactical objectives, organization, and directs all resources.
  - c) Planning. Develops the action plan to accomplish the objectives, collects and evaluates information, maintains resources status.
  - d) Logistics. Provides support to meet incident needs; provides recourse and all other services needed to support the incident.
  - e) Finance/Administration. Monitors costs related to the incident; provides accounting, procurement, time recording, and cost analyses.
- 2) The Incident Command System shall be scalable, capable of being used for both small and large incidents. The first-arriving officer on all incidents shall establish Command. That officer shall remain in Command until it is properly transferred to another officer or the incident is terminated. When possible, Command Officers should be marked by a Command vest. The Command Post should be marked by a green light.

On small incidents, one person may handle all functions of command. As the incident grows in size or complexity, authority for any of the major functions may be delegated to others. Each of the primary ICS Sections may be subdivided as needed.

- 3) The Incident Commander (IC) is the person in charge at the incident. As an incident grows in size or complexity the fire chief may assign a more highly qualified IC. Taking over command at an incident always requires that there be a full briefing for the incoming IC and notification that a change in command is taking place.

The IC may assign members for both a Command Staff and a General Staff. The Command Staff provides Information, Safety, and Liaison services for the entire organization. The General Staff are assigned authority to the primary ICS Sections of Operations, Planning, Logistics, and Finance/Administration.

- 4) Command Staff. Depending on the size of the event, it may be necessary for the IC to designate members to handle the activities of the Command Staff. At



## 0202.06 INCIDENT COMMAND SYSTEM

the Command Staff level the person in charge shall be designated as an Officer, e.g., Information Officer.

- a) Information. The Public Information Officer shall be the point of contact for the media, or other organizations seeking information directly from the incident or event. There should be only one Incident Information Officer.
  - b) Safety. The Safety Officer monitors safety conditions and develops measures for assuring the safety of all assigned personnel.
  - c) Liaison. On larger incidents or events, representatives from other agencies may be assigned to the incident to coordinate their agency's involvement. The Liaison Officer will be their primary contact.
- 5) General Staff. The people who perform the four major activities of the ICS Sections are designated as General Staff. At the Section level the person in charge will be designated as a Chief, e.g., Planning Section Chief.
- a) Operations Section. The IC will determine the need for a separate Operations Section. Until a separate Operations Sections is assigned, the IC will have direct control of tactical resources.

Within the Operations Section, two additional levels of organization can be used as necessary. These are Divisions and/or Groups, and Branches. Divisions and Groups can be used together on an incident and are at an equal level in the organization. Division and Group Commanders always report to the IC unless an Operations Section Chief and/or Branch Director has/have been established.

- i) Divisions. A Division is established to divide an incident geographically. How it is divided will be determined by the needs of the incident. Divisions covering an area on the ground will usually be labeled by letters of the alphabet. Within a building, division will usually be designated by floor numbers.
- ii) Groups. A Group is established to describe functional areas of operation. The kind of group to be established will be determined by the needs of the incident. Groups will work



## 0202.06 INCIDENT COMMAND SYSTEM

wherever they are needed, and will not be assigned to any single division.

- iii) Branches. On very large incidents it may be necessary to establish Branches within the Operations Sections. The three common reasons to establish a Branch are to maintain span of control, the need for a functional branch structure, and/or in multijurisdictional incidents. Each Branch will have a Branch Director.
- iv) Staging Areas. Staging Areas may be established wherever necessary to temporarily locate resources awaiting assignment. Staging Areas and the resources within them will always be under the control of the Incident Commander or Operations Section Chief...
- b) Planning Section. The major activities of the Planning Section are to:
  - i) Collect, evaluate, and display information about the incident.
  - ii) Develop Incident Action Plans for each operational period, conduct long-range planning, and develop plans for demobilization at the end of the incident.
  - iii) Maintain resource status information on all equipment and personnel assigned to the incident.
  - iv) Maintain incident documentation.
  - v) The Planning Section is the initial place of check-in for any Technical Specialists assigned to the incident.
- c) Logistics Section. The Logistics Section is responsible for all of the services and support needs of an incident, including obtaining and maintaining essential personnel, facilities, equipment, and supplies.

Six functional units can be established within the Logistics Section. If necessary, a two-branch structure can be used to facilitate span of control.



## 0202.06 INCIDENT COMMAND SYSTEM

- d) Finance/Administration Section. The IC will determine the need for a Finance/Administration Section, which may be established for any incident that requires on-site financial management.
- 6) Incident Facilities. Facilities will be established depending on the kind and complexity of the incident or event. Incident Facilities may be pre-designated in pre-incident plans or Emergency Operations Plans. Not all of those listed will necessarily be used:
  - a) Incident Command Post (ICP). The location from which the IC oversees all incident operations. There is only one ICP for each incident or event. Every incident must have some form of an ICP, whether it is in a chief's vehicle or a fixed structure.
  - b) Staging Areas. Locations at which resources are kept while awaiting incident assignment. Most large incidents will have a Staging Area; some incidents may have several.
  - c) Base. The location at the incident at which primary service and support activities are performed. Not all incidents will have a base.
- 7) Incident Action Plan (IAP). Every incident must have an oral or written action plan. The purpose of the plan is to provide all incident supervisory personnel with direction for future actions. Action plans that include the measurable tactical operations to be achieved are always prepared around a time frame called an Operational Period.

Operational Periods can be of various lengths, but should be no longer than twenty-four hours. The length of an Operational Period will be based on the needs of the incident, and these can change over the course of the incident.

The planning for an Operational Period must be done far enough in advance to ensure that the requested resources are available when the Operational Period begins.

Large incidents should have a written Incident Action Plan. Incidents that extend through an Operational Period should also have a written Incident Action Plan to ensure continuity due to personnel changes.



## 0202.06 INCIDENT COMMAND SYSTEM

The Incident Action Plan must be made known to all incident supervisory personnel. This can be done through briefings, by distributing a written plan prior to the start of the Operational Period, or by both methods.

- 8) **Span of Control.** The number of organizational elements that may be directly managed by a person. Effective Span of Control ranges from three to seven; a ratio of one to five reporting elements is recommended. If the number of reporting elements falls outside those ranges, expansion or consolidation of the organization may be necessary.
- 9) **Unity of Command.** Each person within the organizational structure shall report to one and only one designated person. The purpose of Unity of Command is to ensure unity of effort under one responsible commander for every objective.
- 10) **Unified Command (UC).** Unified Command may be established when there is more than one agency with incident jurisdiction or when incidents cross political jurisdictions. Agencies work together through the designated members of the UC, often the senior person from agencies and/or disciplines participating in the UC, to establish a common set of objectives and strategies and a single IAP.
- 11.) **ASSUMPTION OF COMMAND & ARRIVAL REPORT**
  1. The first arriving officer or senior firefighter shall initially assume command, name command and provide an arrival report.

Initial arrival Report will Consist of the Following Information at a Minimum:

- i) Size & Type of Structure (small, medium, large or mega)
- ii) Problem (nothing showing, working fire, defensive conditions)
- iii) Initial Action Plan
- iv) Strategy: Offensive, Defensive or Investigation
- v) Assume Command.
- vi) Needs



## 0202.06 INCIDENT COMMAND SYSTEM

For Example- E64 is on scene with a small single story single family residence with working fire side B, E64 will be laying a supply line and advancing a hand line into side Alpha. Establishing Western Command, upgrade to a Working Sill.

vii) Transmit a Follow Up-Report.

- Result of a 360 Evaluation of the Occupancy
- # of stories in rear is applicable
- Update on situation
- Any adjustment to IAP
- Life Safety issues
- Tactical assignment to incoming companies

### 12) Benchmarking

1. This applies to all emergency incidents that the GFD responds to, including to but not limited to; EMS calls, fire calls, Carbon Monoxide Detector Activations, technical rescue calls and car accidents, etc.
2. Benchmarks shall be announced every 10 minutes or until the FGC advised different. On the Fire Ground a PAR will be completed and recorded at each Benchmark.

An example of a benchmark from the Communication Center is as follows:

Dispatch to Western Command- 10 minute Benchmark

Dispatch to Western Command- 20 minute benchmark

NOTE: if this is a MABAS response above the Working Still Level, Division 111 will provide the benchmarks.



## **0202.06 INCIDENT COMMAND SYSTEM**

**-END-**



## 0202.07 POST INCIDENT ANALYSIS

Chapter: II Operations

Subject: 02 Command

Topic 07 Post-Incident Analysis (PIA)

### A. PURPOSE

To describe the procedures for conducting a post-incident analysis.

### B. SCOPE

This guideline may be applied to any incident in which the Germantown Fire Department is involved. At the discretion of a chief officer, it may be required.

Germantown Fire Department will use the post-incident analysis as a training tool, in an attempt to meet the following objectives:

- 1) Identify procedures and practices that lead to proficient and effective emergency operations, so that they may be shared with other fire companies.
- 2) Identify fireground safety concerns, so that they may be assessed to prevent their recurrence.
- 3) Identify areas of emergency procedures in which additional training and/or education are needed.

### C. TERMS AND DEFINITIONS

There are no special terms or definitions in this section.

### D. GUIDELINE

- 1) The fire officer conducting the post-incident analysis should use the Post Incident Analysis Guide Sheet.



## **0202.07 POST INCIDENT ANALYSIS**

- 2) Involvement in the post-incident analysis should be limited to those members who were directly involved with the incident. The exceptions are the fire department safety officer and members with expertise in a particular field, whom may be invited to participate by the fire officer conducting the post-incident analysis.
- 3) The post-incident analysis may be conducted as an individual company, by station, or as a group of fire companies involved in the incident.
- 4) Officers conducting the post-incident analysis should consider using dispatch information and printouts, a transcription or recording of radio traffic during the incident, building or pre-fire plans, and the Policy/S.O.G. manuals. Audio/visual equipment and software may be utilized to enhance the learning experience.
- 5) Officers may consider visiting the scene of the incident when deemed safe and legal to do so. The Fire Chief shall be contacted and approve the request prior to any crews returning to the scene.
- 6) A "Lessons Learned Report" shall be created at the completion of all PIAs. The reports shall be made available to all personnel and for use in department training and drill activities.

**-END-**



## 0202.08 STAGING

Chapter: II Operations

Subject: 02 Command

Topic: 08 Staging

### A. PURPOSE

To describe the staging of units during emergency operations.

### B. SCOPE

Staging may be initiated at any incident and is totally at the discretion of the incident commander.

### C. TERMS AND DEFINITIONS

- 1) Level I Staging: The location taken by first alarm units at an incident where multiple companies are responding.

Level 1 Staging- arriving units stop short of the incident and await assignment.  
For example:

E64 on scene, Level 1 Staging 1 block north.

- 2) Level II Staging: The location taken by units at large, complex, or lengthy incidents. Typically used where a tactical reserve of equipment and members is required near the incident.

### D. GUIDELINE

- 1) General.
  - a) The pre-plan of the property can include staging instructions. The incident commander shall decide the location and magnitude of staging if not pre-planned.
  - b) Companies assigned to staging shall respond to and remain at the staging location awaiting orders.



## 0202.08 STAGING

### 2) Organization.

- a) The first officer arriving at the staging location will be in charge of staging, and shall remain at that location until specifically relieved of that responsibility by command.
- b) The radio designation for the person in charge of staging is "STAGING."
- c) Staging will report to the operations sector, if established or to the incident commander if he is retaining the operations function.

### 3) Staging Officer Duties.

- a) Maintain a reserve of equipment and staffing in the staging area.
- b) Notify all company officers in the staging area, via face-to-face communication, that he is the staging officer.
- c) Insure that apparatus is parked in a manner allowing movement in and out of staging.
- d) Coordinate actions with law enforcement to block streets to provide space for a staging area and access to and from that area.
- e) To guide and/or give directions for responding companies to get into the staging areas.
- f) Under the direction of the incident commander, assign companies to divisions, groups, or sectors telling them where and to whom they should report.

### 4) Reassignment While Responding.



## 0202.08 STAGING

When a company gets an assignment via radio, prior to their arrival at the staging area, the company will respond to the assigned position, not to staging. Staging is for uncommitted units.

### 5) Staging Location.

- a) Staging should be located at a location that will permit the easy movement and parking of apparatus.
- b) The incident commander may give the location of staging as “in the area of \_\_\_\_\_,” which leaves the exact staging location at the discretion of the staging officer.

For Example: The incident commander may state “Third alarm companies stage in the area of Main and Ninth.” The staging officer could then elect to place companies in an available parking lot.

- c) A vacated fire station may be used as a staging area. However, staged companies are not to be confused with companies advanced to another company’s quarters. Advanced companies are available for other incidents. Staged companies are not available except for dispatch to the scene of the incident for which they were staged.
- ### 6) Managing Companies or Other Units in Staging.
- a) Members in staging shall stay with their apparatus at all times and be available for immediate response to the emergency scene.
  - b) When requests for staffing are made, the apparatus will be left at, or returned to, the staging location if possible. All members of units called from staging for staffing purposes will respond to the incident scene. A member may be assigned by the staging officer to drive apparatus to and from the incident.
  - c) In large-scale or multi-function incidents, the incident commander can establish more than one staging location. In cases where there is more than one staging area, staging will be designated either by geographical location and/or function.



**0202.08 STAGING**

**-END-**

**MEMORANDUM**

TO: Police Chief Hoell

FROM: Timmerly Tamborino, Deputy Clerk

DATE: May 28, 2015

SUBJECT: Amusement Arcade License Renewals

The following have submitted renewal applications for amusement arcade licenses. The devices listed on the applications have been added below for future establishment checks to make sure they are in compliance. These will be reviewed by the Public Safety Committee on June 1st and approved by the Village Board on June 15<sup>th</sup>. Please review and return to me with your recommendation.

**AMUSEMENT ARCADE LICENSES**

|                                   |                    |
|-----------------------------------|--------------------|
| Barley Pop Brew Haus LLC          | 16 devices         |
| d/b/a Barley Pop Pub & Restaurant |                    |
| N116 W16137 Main Street           |                    |
| Juke Box                          | Arcade Games (6)   |
| Pool Table                        | Gaming Devices (5) |
| Dart Board                        | Pull Tab Machine   |
|                                   | Coin Push          |

|                         |                    |
|-------------------------|--------------------|
| Bubs on Main LLC        | 16 devices         |
| d/b/a Bubs Irish Pub    |                    |
| N116 W16218 Main Street |                    |
| Juke Box                | Foosball           |
| Pool Table (4)          | Ticket Master      |
| Dart Board (2)          | Mega Touch         |
|                         | Silver Strike      |
|                         | Gaming Devices (5) |

|                        |                    |
|------------------------|--------------------|
| Maple Road, LLC        | 12 devices         |
| d/b/a Buzdum's Pub     |                    |
| W188 N10515 Maple Road |                    |
| Juke Box               | Golden Tee         |
| Pool Tables (2)        | Pac Man            |
| Dart Board             | Gaming Devices (6) |

|                                    |                    |
|------------------------------------|--------------------|
| Eastern Kettle Moraine Moose Lodge | 16 devices         |
| d/b/a E.K.M. Moose Lodge #1238     |                    |
| W198 N10217 Appleton Avenue        |                    |
| Juke Box                           | Gaming Devices (5) |
| Pool Table (2)                     | Big Buck Video     |
| Dart Boards (6)                    | Ticket Master      |

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|                                  |                    |
|----------------------------------|--------------------|
| JK GAM, LLC                      | 8 devices          |
| d/b/a Gamroth's Kuhburg Junction |                    |
| W140 N10385 Fond du Lac Avenue   |                    |
| Juke Box                         | Gaming Devices (5) |
| Pool Table                       |                    |
| Dart Board                       |                    |

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|                                         |                  |            |
|-----------------------------------------|------------------|------------|
| Northridge Automotive Enterprises, Inc. | 8 devices        |            |
| d/b/a Ivey's at Main                    |                  |            |
| W157 N11618 Fond du Lac Avenue          |                  |            |
| Juke Box                                | Pizza Game       | Spy Game   |
| Ticket Master                           | Mega Touch Fruit | Golden Tee |
| Mega Touch                              | Halloween Party  |            |

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|                                 |                |
|---------------------------------|----------------|
| Robin Bird LLC                  | 13 devices     |
| d/b/a Sports Corner Bar & Grill |                |
| W187 N12793 Fond du Lac Avenue  |                |
| Juke Box                        | Mega Touch     |
| Pool Table (2)                  | Pinball        |
| Dart Board (3)                  | Video Game (5) |

**MEMORANDUM**

TO: Public Safety Committee Members

FROM: Timmerly Tamborino, Deputy Clerk

DATE: May 28, 2015

SUBJECT: Liquor License Renewal Applications

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**Please review the six renewals listed on the agenda prior to the meeting.** Please state in the motion to approve that all applicants will be subject to compliance of all code violations and that all monies owed to the Village are paid. The license applications will be on the June 15<sup>th</sup> Village Board agenda for approval.

Willow Creek BP is in the process of being sold. The current owner was recommended for approval by the Public Safety Committee in May and is on the renewal list for Village Board June 1<sup>st</sup>. The new owners are on the Public Safety Agenda for June 1<sup>st</sup> looking for recommended approval for the Village Board meeting on June 15<sup>th</sup>. The new owners are also current owners of the Germantown BP located at W156 N11190 Pilgrim Road. The name of the establishment will stay Willow Creek BP. The reason the current owner is still on the Village Board agenda for approval is in case the new owner does not get approved or the sale does not get finalized.

The following establishments **have not submitted renewal applications** and will be charged a \$100 late fee if or when received.

- GTown Pub LLC, d/b/a **The Public House**, W201 N10466 Appleton Ave.
- Walgreen Co., d/b/a **Walgreens #05427**, W156 N11261 Pilgrim Rd.

If you have questions on any of these applications, please call me at 250-4740.

MEMORANDUM

TO: Police Chief Hoell  
Fire Chief Weiss

FROM: Timmerly Tamborino, Deputy Clerk

DATE: May 20, 2015

SUBJECT: New "Class A" Beer & Liquor License

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Attached is an application for a new "Class A" Fermented Malt Beverage and Intoxicating Liquor License from NSM Enterprises LLC, d/b/a Willow Creek BP, W201 N10451 Appleton Ave., Naseem Abbas as agent.

I am submitting the application to you for your review and recommendation. Discussion on the application will be held at the Public Safety Committee meeting on Monday, June 1 at 5:30 p.m. and approval at the Village Board meeting on Monday, June 15th.

If you have any questions, please call me at 262-250-4740.

Thanks!

# ORIGINAL ALCOHOL BEVERAGE RETAIL LICENSE APPLICATION

Submit to municipal clerk.

For the license period beginning July 1 20 15 :  
ending June 30 20 16

TO THE GOVERNING BODY of the: ☐ Town of  
☒ Village of } GERMANTOWN  
☐ City of }

County of Washington Aldermanic Dist. No. \_\_\_\_\_ (if required by ordinance)

1. The named ☐ INDIVIDUAL ☐ PARTNERSHIP ☒ LIMITED LIABILITY COMPANY  
☐ CORPORATION/NONPROFIT ORGANIZATION

hereby makes application for the alcohol beverage license(s) checked above.

2. Name (individual/partners give last name, first, middle; corporations/limited liability companies give registered name): NSM ENTERPRISES LLC

An "Auxiliary Questionnaire," Form AT-103, must be completed and attached to this application by each individual applicant, by each member of a partnership, and by each officer, director and agent of a corporation or nonprofit organization, and by each member/manager and agent of a limited liability company. List the name, title, and place of residence of each person.

| Title                 | Name                | Home Address                       | Post Office & Zip Code             |
|-----------------------|---------------------|------------------------------------|------------------------------------|
| President/Member      |                     |                                    |                                    |
| Vice President/Member | <u>OWNER</u>        | <u>NAHEED NASEEM</u>               | <u>1114 W 15775 SYLVAN CIR #20</u> |
| Secretary/Member      |                     |                                    | <u>Germantown, WI 53022</u>        |
| Treasurer/Member      |                     |                                    |                                    |
| Agent                 | <u>NASEEM ABBAS</u> | <u>1114 W 15775 SYLVAN CIR #20</u> | <u>Germantown, WI 53022</u>        |
| Directors/Managers    |                     |                                    |                                    |

3. Trade Name WILLOW CREEK BP Business Phone Number 262-255-9506  
4. Address of Premises 11201 N 10451 APPLETON AVE 53022 Post Office & Zip Code 53022

5. Is individual, partners or agent of corporation/limited liability company subject to completion of the responsible beverage server training course for this license period? ☒ Yes ☐ No  
6. Is the applicant an employee or agent of, or acting on behalf of anyone except the named applicant? ☐ Yes ☒ No  
7. Does any other alcohol beverage retail licensee or wholesale permittee have any interest in or control of this business? ☐ Yes ☒ No  
8. (a) Corporate/limited liability company applicants only: Insert state \_\_\_\_\_ and date \_\_\_\_\_ of registration.  
(b) Is applicant corporation/limited liability company a subsidiary of any other corporation or limited liability company? ☐ Yes ☒ No  
(c) Does the corporation, or any officer, director, stockholder or agent or limited liability company, or any member/manager or agent hold any interest in any other alcohol beverage license or permit in Wisconsin? ☐ Yes ☒ No

(NOTE: All applicants explain fully on reverse side of this form every YES answer in sections 5, 6, 7 and 8 above.)

9. Premises description: Describe building or buildings where alcohol beverages are to be sold and stored. The applicant must include all rooms including living quarters, if used, for the sales, service, consumption, and/or storage of alcohol beverages and records. (Alcohol beverages may be sold and stored only on the premises described.)  
10. Legal description (omit if street address is given above):  
11. (a) Was this premises licensed for the sale of liquor or beer during the past license year? ☒ Yes ☐ No  
(b) If yes, under what name was license issued? KLIM BEG (KAL SERVICE)  
12. Does the applicant understand they must file a Special Occupational Tax return (TTB form 5630.5) before beginning business? [phone 1-800-937-8864] ☒ Yes ☐ No  
13. Does the applicant understand a Wisconsin Seller's Permit must be applied for and issued in the same name as that shown in Section 2, above? [phone (608) 266-2776] ☒ Yes ☐ No  
14. Does the applicant understand that they must purchase alcohol beverages only from Wisconsin wholesalers, breweries and brewpubs? ☒ Yes ☐ No

**READ CAREFULLY BEFORE SIGNING:** Under penalty provided by law, the applicant states that each of the above questions has been truthfully answered to the best of the knowledge of the signers. Signers agree to operate this business according to law and that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another. (Individual applicants and each member of a partnership applicant must sign; corporate officer(s), members/managers of Limited Liability Companies must sign.) Any lack of access to any portion of a licensed premises during inspection will be deemed a refusal to permit inspection. Such refusal is a misdemeanor and grounds for revocation of this license.

## SUBSCRIBED AND SWORN TO BEFORE ME

this 20th day of May, 20 15

Immerly Jamboreo  
(Clerk/Notary Public)

My commission expires Deputy Clerk

Nahed Naseem  
(Officer of Corporation/Member/Manager of Limited Liability Company/Partner/Individual)

[Signature]  
(Officer of Corporation/Member/Manager of Limited Liability Company/Partner)

[Signature]  
(Additional Partner(s)/Member/Manager of Limited Liability Company if Any)

## TO BE COMPLETED BY CLERK

|                                              |                                |                                 |                                   |
|----------------------------------------------|--------------------------------|---------------------------------|-----------------------------------|
| Date received and filed with municipal clerk | Date reported to council/board | Date provisional license issued | Signature of Clerk / Deputy Clerk |
| Date license granted                         | Date license issued            | License number issued           |                                   |

Submit to municipal clerk.

To the governing body of: ☐ Town ☒ Village of GERMANTOWN County of WASHINGTON  
☐ City

Wisconsin Department of Revenue

# Village of

★★★

# Germantown

## Fire Department

N115 W18752 Edison Drive  
Germantown, Wisconsin 53022  
Phone: (262) 502-4701  
Fax: (262) 502-4744

Gary L. Weiss  
Fire Chief

To: Timmerly Tamborino, Deputy Clerk  
From: Gary L. Weiss, Fire Chief  
Date: May 21, 2015  
Subject: Class "A" Fermented Malt Beverages & Intoxicating Liquor License. NSM Enterprises LLC, d/b/a Willow Creek BP.  
Tracking #: 15-20



The Fire Department has no issues with the application from NSM Enterprises LLC, d/b/a Willow Creek BP for a Class "A" Fermented Malt Beverages & Intoxicating Liquor License.

If you have any questions, please feel free to contact me.

PAID

VII. F

MAY 2-1 2015

VILLAGE OF GERMANTOWN  
N112 W17001 Mequon Road; P.O. Box 337  
Germantown WI 53022

VILLAGE OF GERMANTOWN

**APPLICATION FOR AMENDMENT OF "CLASS B"  
FERMENTED MALT BEVERAGE & INTOXICATING LIQUOR LICENSE  
OUTSIDE PREMISES EXTENSION**

SEE ATTACHED GUIDELINES

Administrative Fee: \$25.00

NAME of Licensed Premises: GAMROTH'S KUITZBURG JUNCTION

ADDRESS: W140 N 10385 FOND DU LAC AVE

CITY / STATE / ZIP: GERMANTOWN, WI 53022

Person in Charge of Event: JON R GAMROTH

Phone Number: 414-758-9065

Current Liquor License Number: 14-6

Purpose for requesting the outside extension:  
MEMORIAL GATHERING

Dates of Event: JUNE 27, 2015  
Time of Event: 2:00 P.M. - 10:00 P.M.

Describe area of outside extension (INCLUDE A DETAILED DRAWING OF THE AREA with dimensions):  
SAME AS ALL OTHER FUNCTIONS

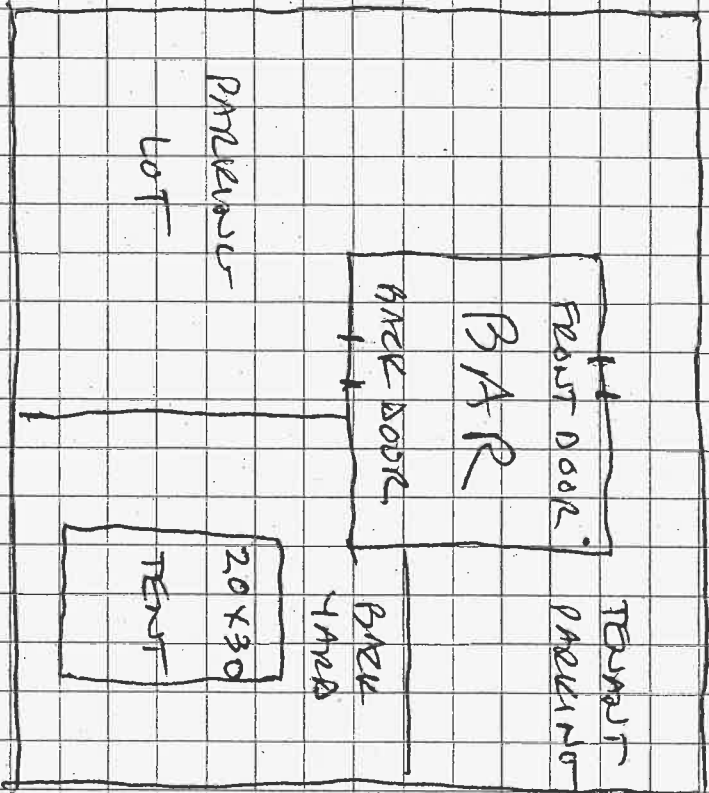
**PLEASE NOTE:** Additional permits or approvals may be required by other Village Departments (sign permits, temporary use permits, electrical permits, etc.). You are responsible for obtaining those permits prior to your event. Contact the Community Development Department at 262-250-4735 for further information.

Signature of Owner: [Signature] Date: 5-21-15

|                                              |                                            |
|----------------------------------------------|--------------------------------------------|
| Referred to Police Chief: <u>[Signature]</u> | Referred to Fire Chief: <u>[Signature]</u> |
| Public Safety Committee Recommendation:      |                                            |
| Approve: _____; Deny: _____; Date: _____     |                                            |
| Village Board Action:                        |                                            |
| Approve: _____; Deny: _____; Date: _____     |                                            |

BORGES BAY RD

FOOT OF THE AVE



**BUSINESS OF THE PUBLIC SAFETY COMMITTEE  
GERMANTOWN, WI**

MEETING DATE: June 1st, 2015  
AGENDA ITEM: New Business  
ITEM TITLE: Replacement for Officer Vacancy  
SUBMITTED BY: Chief Peter Hoell

SUMMARY EXPLANATION:

After 24 years of service, PO Steven Showalter has resigned to pursue a new career path. The resignation is effective June 1<sup>st</sup> 2015.

I would strongly encourage approval for the replacement of this position. We currently have a Police Officer eligibility list that we could draw officer candidates from.

Attached you will find 2012 Law Enforcement Agency comparable charts for Washington, Ozaukee, Milwaukee and Waukesha counties. This document is 3 years old, but still valid. Even though I feel the police department is a very effective police agency, we are by no means staff heavy. Studying comparables, we are generally on the low to medium end. In Wisconsin for 2012, the average officer ratio per 1000 population is 2.21. Our staffing ratio is in the area of 1.6 officers per 1000 population.

2015 Pay of an officer, wages only: \$50,298.18  
Starting Pay with holidays: \$52,665.60

For 2015 at full patrol officer staffing, there will be:  
5 officers assigned to dayshift  
6 officers assigned to second shift  
6 officers assigned to third shift

In the event the police department would lose a position, highlighted are some of the potential problems/issues we would encounter.

The patrol officer position is thin. Our minimum staffing is such that on dayshift we utilize support services staff to help with patrol as needed. Second and third shifts routinely have time periods where all squads are busy and the other agencies are not available for mutual aid. The second shift Detective routinely goes out on the road to help where needed.

The 3 Detectives are broken down as 2 general investigators and 1 Detective Sergeant. Our annual reports highlight our high activity in this section of the PD and there is no room for cuts to staffing.

The SRO's are largely funded by the school district and any cuts would result in patrol staff now responding to the schools for calls for service.

This leaves the drug officer position. The drug officer is assigned from the patrol unit on a 2 year assignment with the possibility of a 1 year extension. The maximum assignment therefore would be 3 years. After reviewing our 2015 final December monthly report I think you will find this position to be highly productive. I would also like to note that Germantown continues to experience drug overdose deaths, and a spike in prescription abuse.

The bottom line, a loss of a sworn position will be the loss of 2080 plus hours of police work in a year. As I first stated, this department has been effective and efficient with the staff we have. If our officer to population ratio were higher, a reduction could be more easily absorbed.

Regardless of the decision to replace this position, the police department will strive to maintain "Excellence in Police Service" for the Germantown residents and for those who work and visit.

Attached are the Employee Vacancy Justification worksheet, 2012 Police Agency comparables, and Organizational chart and job descriptions for Officers.

ATTACHMENT:      ORDINANCE\_\_\_\_ RESOLUTION\_\_\_\_ OTHER x

RECOMMENDATION:

The Police Dept. is asking that the Public Safety Committee to forward a positive recommendation to replace the officer vacancy.

## EMPLOYEE VACANCY JUSTIFICATION WORKSHEET

All positions left vacant by retirement, quitting, or termination need to complete the following worksheet before the vacant position may be advertised or filled. This worksheet shall not pertain to temporary, seasonal, and sworn public safety employees.

### Vacancy Justification Worksheet

Position to be filled: **Police Officer Position**

Department: **Police Department**

Pay: **Annual Starting plus holiday Pay: \$52,665.60**

How long were the previous personnel in position: **24 years.**

Deferred for a period of time?                      Yes                      **X** No:

Why: PO Steven Showalter submitted his letter of resignation and is leaving to take an assistant coaching position at Lindenwood University in Missouri. I would strongly encourage approval to replace this position. We currently have a police officer eligibility list that we could draw officer candidates from.

Attached you will find 2012 Law Enforcement Agency comparable charts for Washington, Ozaukee, Milwaukee and Waukesha counties. This document is 3 years old, but still valid. Even though I feel the police department is a very effective police agency, we are by no means staff heavy. Studying comparables, we are generally on the low to medium end. In Wisconsin for 2012, the average officer ratio per 1000 population is 2.21. Our staffing ratio is in the area of 1.6 officers per 1000 population.

Transferred or shared with existing staff:    Yes    **X** No:

Why: **Same as above. We may make the Captain's position a Lieutenant.**

Consolidated with another position? Yes    **X** No:

Why: **No other position to consolidate with.**

Privatized/Contractual?:                      Yes                      **X** No:

Why: **Same as above**

**\*\* Attach current job description and department organizational chart and Full-time Law Enforcement Chart.**

Chris P. Sullivan  
Department Director

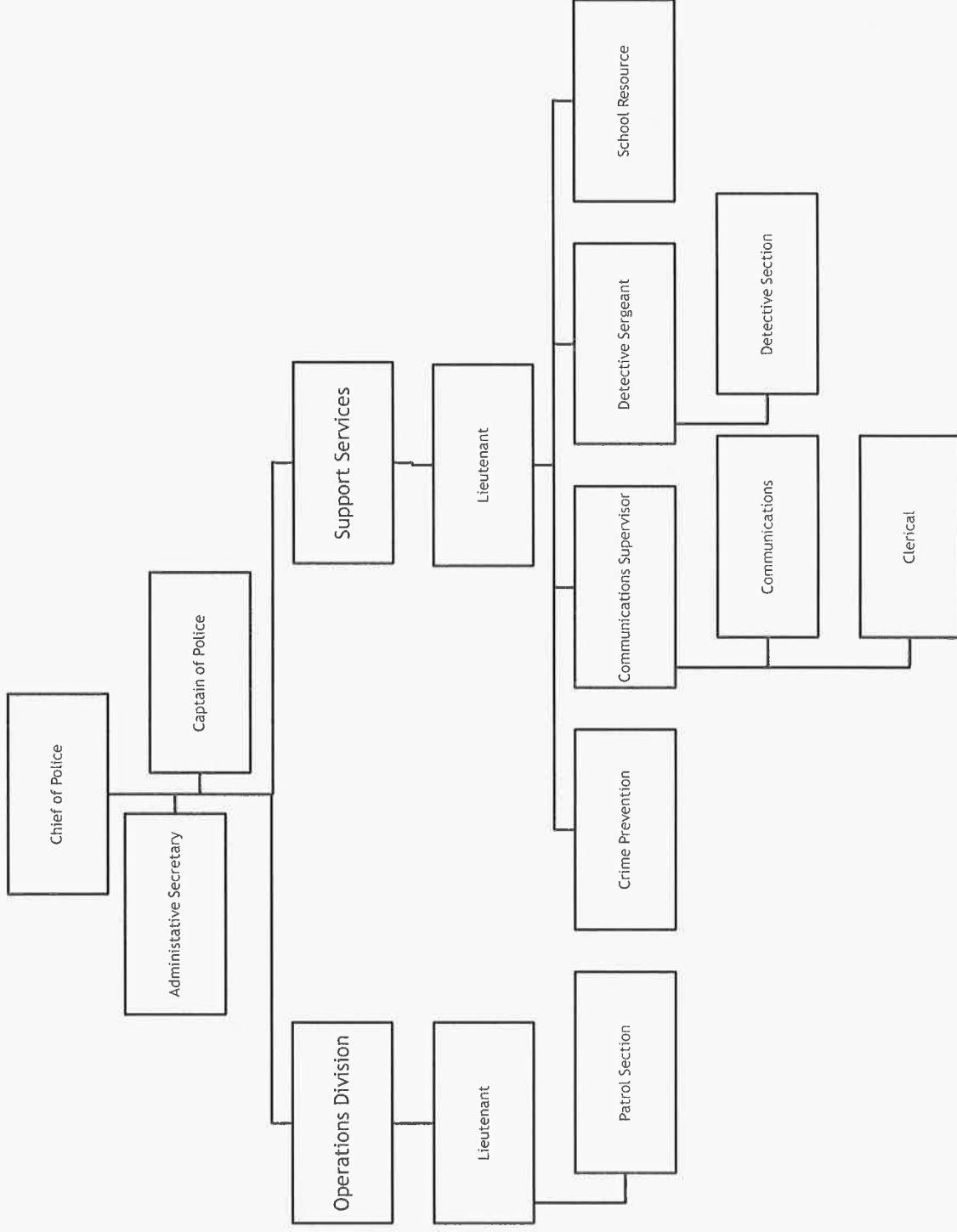
5-19-15  
Date

Steph Schenach  
Signature/Approval  
Village Administrator  
Signature/Approval

5-19-15  
Date

# Germantown Police Department

## Organizational Chart



JOB TITLE        Officer Assigned to Patrol

ORGANIZATIONAL UNIT        Patrol Officer

ORGANIZATIONAL RELATIONSHIP

Reports to Shift Commander

#### SPECIFIC DUTIES AND RESPONSIBILITIES

An officer assigned as Patrol Member shall have the following duties and responsibilities:

1. Deter or detect unlawful activity by effective patrol of assigned areas, either on foot or in an automobile.
2. Investigate assigned incidents, completing formal police reports to document facts and to provide an official record of the incident.
3. Provide assistance to victims (eg., crime, accident, fire, etc.) to safeguard their health and well-being.
4. Maintain physical fitness to enable self to perform strenuous activity as required.
5. Check the premises of businesses, industries, and/or residences in patrol area for signs of break-in or other irregularities in order to protect persons and property.
6. Respond to citizen requests for information promptly and courteously, maintaining good public relations.
7. Enforce state statutes and village ordinances.
8. Enforce traffic laws and ordinances by stopping/citing violators to ensure compliance with traffic laws and to promote safe driving habits.
9. Promptly answer radio calls from the radio dispatch center and respond as quickly and safely as possible. Such assignments will include but are not limited to the following:
  - a. Traffic accident investigation.
  - b. Criminal incidents/investigations.
  - c. Miscellaneous service calls.

- d. Collection and preservation of evidence at any crime or accident scene.
- 10. Utilize non-assigned service time for criminal and traffic preventive patrol.
- 11. Maintain equipment and uniform in a neat orderly fashion and maintain a groomed appearance in compliance with applicable Standard Operating Procedures.
- 12. Inspect the assigned police vehicle for required equipment and any unreported damage prior to leaving the police compound.
- 13. Execute arrest and search warrants, issue warning notices and parking and traffic citations.
- 14. As required, appear in court to give sworn testimony, knowledge and/or observations.
- 15. Be alert for conditions affecting the safe and expeditious use of the roadways within the assigned beat. Take remedial measures when these conditions are adverse.
- 16. Participate in Department-sponsored inservice training in order to maintain and enhance professional skills and knowledge.
- 17. Prepare criminal complaints, fingerprint cards, reports and photographs in conjunction with arrests.
- 18. Maintain a working knowledge of all Police Department rules, regulations, Standard Operating Procedures and General Orders.
- 19. Perform related work as required.

#### DESIRABLE SKILLS, KNOWLEDGE AND ABILITIES

Must meet all of the requirements established by the Police and Fire Commission.

Basic certification from Wisconsin Training and Standards as "police officer".

Ability to react quickly and effectively to problem situations.

Appendix D-4

Ability to exhibit initiative, problem solving capacity, effective judgement, and imagination in coping with complex situations.

Ability to demonstrate mature judgement in deciding to make an arrest, give a warning, or use force.

Ability to tolerate stress in a multitude of forms.

Ability to maintain a balanced perspective in the face of constant exposure to the worst side of human nature.

Desire to maintain and improve the welfare of the community through law enforcement and preventing crime.

Ability to establish and maintain good democratic relationships with the public.

**Table 1: Full-Time Law Enforcement Employees by County, 2012**

| Agency              | Population | Full-Time Sworn Employees |        |       |                | Full-Time Civilian Employees |        |       |                | Total Full-Time |                |
|---------------------|------------|---------------------------|--------|-------|----------------|------------------------------|--------|-------|----------------|-----------------|----------------|
|                     | 2011       | Male                      | Female | Total | Rate/<br>1,000 | Male                         | Female | Total | Rate/<br>1,000 | Total           | Rate/<br>1,000 |
| Oconto County       |            |                           |        |       |                |                              |        |       |                |                 |                |
| Gillet PD           | 1,380      | 4                         | 0      | 4     | 2.9            | 0                            | 0      | 0     | 0.0            | 4               | 2.9            |
| Oconto Co SO        | 28,722     | 26                        | 0      | 26    | 0.9            | 13                           | 18     | 31    | 1.1            | 57              | 2.0            |
| Oconto Falls PD     | 2,876      | 4                         | 1      | 5     | 1.7            | 4                            | 1      | 5     | 1.7            | 10              | 3.5            |
| Oconto PD           | 4,490      | 8                         | 0      | 8     | 1.8            | 0                            | 1      | 1     | 0.2            | 9               | 2.0            |
| County Total        | 37,468     | 42                        | 1      | 43    | 1.1            | 17                           | 20     | 37    | 1.0            | 80              | 2.1            |
| Oneida County       |            |                           |        |       |                |                              |        |       |                |                 |                |
| Minocqua PD         | 4,361      | 8                         | 1      | 9     | 2.1            | 0                            | 5      | 5     | 1.1            | 14              | 3.2            |
| Oneida Co SO        | 19,520     | 32                        | 6      | 38    | 1.9            | 16                           | 33     | 49    | 2.5            | 87              | 4.5            |
| Rhineland PD        | 7,756      | 14                        | 3      | 17    | 2.2            | 0                            | 3      | 3     | 0.4            | 20              | 2.6            |
| Three Lakes PD      | 2,120      | 3                         | 1      | 4     | 1.9            | 0                            | 0      | 0     | 0.0            | 4               | 1.9            |
| Woodruff PD         | 2,044      | 5                         | 0      | 5     | 2.4            | 0                            | 1      | 1     | 0.5            | 6               | 2.9            |
| County Total        | 35,801     | 62                        | 11     | 73    | 2.0            | 16                           | 42     | 58    | 1.6            | 131             | 3.7            |
| Outagamie County    |            |                           |        |       |                |                              |        |       |                |                 |                |
| Appleton PD         | 73,243     | 95                        | 13     | 108   | 1.5            | 0                            | 25     | 25    | 0.3            | 133             | 1.8            |
| Fox Valley Metro PD | 20,372     | 27                        | 3      | 30    | 1.5            | 0                            | 4      | 4     | 0.2            | 34              | 1.7            |
| Freedom Pd          | 5,877      | 2                         | 0      | 2     | 0.3            | 0                            | 0      | 0     | 0.0            | 2               | 0.3            |
| Grand Chute PD      | 21,048     | 24                        | 4      | 28    | 1.3            | 0                            | 4      | 4     | 0.2            | 32              | 1.5            |
| Hortonville PD      | 2,728      | 4                         | 1      | 5     | 1.8            | 0                            | 1      | 1     | 0.4            | 6               | 2.2            |
| Kaukauna PD         | 15,561     | 23                        | 1      | 24    | 1.5            | 0                            | 1      | 1     | 0.1            | 25              | 1.6            |
| Oneida Tribal PD    | 23,000     | 17                        | 2      | 19    | 0.8            | 4                            | 5      | 9     | 0.4            | 28              | 1.2            |
| Outagamie Co SO     | 45,747     | 66                        | 5      | 71    | 1.6            | 54                           | 60     | 114   | 2.5            | 185             | 4.0            |
| Seymour PD          | 3,472      | 5                         | 0      | 5     | 1.4            | 0                            | 0      | 0     | 0.0            | 5               | 1.4            |
| Shiocton PD         | 927        | 0                         | 1      | 1     | 1.1            | 0                            | 0      | 0     | 0.0            | 1               | 1.1            |
| County Total        | 211,975    | 263                       | 30     | 293   | 1.4            | 58                           | 100    | 158   | 0.7            | 451             | 2.1            |
| Ozaukee County      |            |                           |        |       |                |                              |        |       |                |                 |                |
| Cedarburg PD        | 11,436     | 19                        | 0      | 19    | 1.7            | 8                            | 5      | 13    | 1.1            | 32              | 2.8            |
| Grafton PD          | 11,481     | 21                        | 0      | 21    | 1.8            | 0                            | 7      | 7     | 0.6            | 28              | 2.4            |
| Mequon PD           | 23,178     | 31                        | 5      | 36    | 1.6            | 2                            | 6      | 8     | 0.3            | 44              | 1.9            |
| Ozaukee Co SO       | 21,411     | 62                        | 12     | 74    | 3.5            | 10                           | 11     | 21    | 1.0            | 95              | 4.4            |
| Port Washington PD  | 11,272     | 18                        | 1      | 19    | 1.7            | 0                            | 5      | 5     | 0.4            | 24              | 2.1            |
| Saukville PD        | 4,459      | 10                        | 1      | 11    | 2.5            | 0                            | 2      | 2     | 0.4            | 13              | 2.9            |
| Thiensville PD      | 3,242      | 7                         | 0      | 7     | 2.2            | 0                            | 0      | 0     | 0.0            | 7               | 2.2            |
| County Total        | 86,479     | 168                       | 19     | 187   | 2.2            | 20                           | 36     | 56    | 0.6            | 243             | 2.8            |
| Pepin County        |            |                           |        |       |                |                              |        |       |                |                 |                |
| Pepin Co SO         | 4,663      | 7                         | 0      | 7     | 1.5            | 5                            | 5      | 10    | 2.1            | 17              | 3.6            |
| Pepin PD            | 831        | 1                         | 0      | 1     | 1.2            | 0                            | 0      | 0     | 0.0            | 1               | 1.2            |
| County Total        | 5,494      | 8                         | 0      | 8     | 1.5            | 5                            | 5      | 10    | 1.8            | 18              | 3.3            |

**Table 1: Full-Time Law Enforcement Employees by County, 2012**

| Agency            | Population | Full-Time Sworn Employees |        |       |                | Full-Time Civilian Employees |        |       |                | Total Full-Time |                |
|-------------------|------------|---------------------------|--------|-------|----------------|------------------------------|--------|-------|----------------|-----------------|----------------|
|                   | 2011       | Male                      | Female | Total | Rate/<br>1,000 | Male                         | Female | Total | Rate/<br>1,000 | Total           | Rate/<br>1,000 |
| Walworth County   |            |                           |        |       |                |                              |        |       |                |                 |                |
| Bloomfield PD     | 6,301      | 6                         | 1      | 7     | 1.1            | 0                            | 0      | 0     | 0.0            | 7               | 1.1            |
| Darien Village PD | 1,585      | 3                         | 0      | 3     | 1.9            | 0                            | 1      | 1     | 0.6            | 4               | 2.5            |
| Delavan PD        | 8,492      | 17                        | 1      | 18    | 2.1            | 2                            | 3      | 5     | 0.6            | 23              | 2.7            |
| Delavan Town PD   | 5,305      | 9                         | 2      | 11    | 2.1            | 0                            | 1      | 1     | 0.2            | 12              | 2.3            |
| East Troy PD      | 4,297      | 5                         | 2      | 7     | 1.6            | 0                            | 0      | 0     | 0.0            | 7               | 1.6            |
| East Troy Town PD | 4,036      | 6                         | 0      | 6     | 1.5            | 6                            | 0      | 6     | 1.5            | 12              | 3.0            |
| Elkhorn PD        | 10,118     | 13                        | 2      | 15    | 1.5            | 0                            | 3      | 3     | 0.3            | 18              | 1.8            |
| Fontana PD        | 1,678      | 6                         | 0      | 6     | 3.6            | 0                            | 1      | 1     | 0.6            | 7               | 4.2            |
| Geneva Town PD    | 5,011      | 6                         | 0      | 6     | 1.2            | 0                            | 1      | 1     | 0.2            | 7               | 1.4            |
| Genoa City PD     | 3,052      | 5                         | 0      | 5     | 1.6            | 1                            | 1      | 2     | 0.7            | 7               | 2.3            |
| Lake Geneva PD    | 7,679      | 19                        | 3      | 22    | 2.9            | 0                            | 8      | 8     | 1.0            | 30              | 3.9            |
| UW-Whitewater     | 0          | 10                        | 3      | 13    | 0.0            | 0                            | 2      | 2     | 0.0            | 15              | 0.0            |
| Walworth Co SO    | 28,358     | 76                        | 5      | 81    | 2.9            | 56                           | 61     | 117   | 4.1            | 198             | 7.0            |
| Walworth PD       | 2,826      | 6                         | 0      | 6     | 2.1            | 0                            | 1      | 1     | 0.4            | 7               | 2.5            |
| Whitewater PD     | 14,769     | 19                        | 5      | 24    | 1.6            | 0                            | 10     | 10    | 0.7            | 34              | 2.3            |
| Williams Bay PD   | 2,573      | 6                         | 1      | 7     | 2.7            | 0                            | 1      | 1     | 0.4            | 8               | 3.1            |
| County Total      | 106,080    | 212                       | 25     | 237   | 2.2            | 65                           | 94     | 159   | 1.5            | 396             | 3.7            |
| Washburn County   |            |                           |        |       |                |                              |        |       |                |                 |                |
| Spooner PD        | 2,681      | 7                         | 0      | 7     | 2.6            | 0                            | 1      | 1     | 0.4            | 8               | 3.0            |
| Washburn Co SO    | 13,231     | 13                        | 1      | 14    | 1.1            | 7                            | 10     | 17    | 1.3            | 31              | 2.3            |
| County Total      | 15,912     | 20                        | 1      | 21    | 1.3            | 7                            | 11     | 18    | 1.1            | 39              | 2.5            |
| Washington County |            |                           |        |       |                |                              |        |       |                |                 |                |
| Germantown PD     | 19,823     | 29                        | 2      | 31    | 1.6            | 2                            | 8      | 10    | 0.5            | 41              | 2.1            |
| Hartford PD       | 14,277     | 24                        | 1      | 25    | 1.8            | 0                            | 4      | 4     | 0.3            | 29              | 2.0            |
| Jackson PD        | 6,779      | 9                         | 2      | 11    | 1.6            | 0                            | 1      | 1     | 0.1            | 12              | 1.8            |
| Kewaskum PD       | 4,020      | 7                         | 0      | 7     | 1.7            | 0                            | 1      | 1     | 0.2            | 8               | 2.0            |
| Slinger PD        | 5,088      | 8                         | 1      | 9     | 1.8            | 0                            | 1      | 1     | 0.2            | 10              | 2.0            |
| Washington Co SO  | 51,204     | 70                        | 2      | 72    | 1.4            | 46                           | 53     | 99    | 1.9            | 171             | 3.3            |
| West Bend PD      | 31,195     | 53                        | 1      | 54    | 1.7            | 2                            | 16     | 18    | 0.6            | 72              | 2.3            |
| County Total      | 132,386    | 200                       | 9      | 209   | 1.6            | 50                           | 84     | 134   | 1.0            | 343             | 2.6            |

**Table 1: Full-Time Law Enforcement Employees by County, 2012**

| Agency             | Population | Full-Time Sworn Employees |        |       |                | Full-Time Civilian Employees |        |       |                | Total Full-Time |                |
|--------------------|------------|---------------------------|--------|-------|----------------|------------------------------|--------|-------|----------------|-----------------|----------------|
|                    | 2011       | Male                      | Female | Total | Rate/<br>1,000 | Male                         | Female | Total | Rate/<br>1,000 | Total           | Rate/<br>1,000 |
| Waukesha County    |            |                           |        |       |                |                              |        |       |                |                 |                |
| Big Bend PD        | 1,293      | 2                         | 1      | 3     | 2.3            | 0                            | 0      | 0     | 0.0            | 3               | 2.3            |
| Brookfield PD      | 38,001     | 56                        | 8      | 64    | 1.7            | 1                            | 16     | 17    | 0.4            | 81              | 2.1            |
| Brookfield Town PD | 6,129      | 12                        | 0      | 12    | 2.0            | 0                            | 1      | 1     | 0.2            | 13              | 2.1            |
| Butler PD          | 1,846      | 7                         | 0      | 7     | 3.8            | 0                            | 1      | 1     | 0.5            | 8               | 4.3            |
| Chenequa PD        | 591        | 8                         | 0      | 8     | 13.5           | 0                            | 1      | 1     | 1.7            | 9               | 15.2           |
| Delafield PD       | 7,100      | 11                        | 3      | 14    | 2.0            | 0                            | 2      | 2     | 0.3            | 16              | 2.3            |
| Eagle PD           | 0          | 2                         | 1      | 3     | 0.0            | 0                            | 0      | 0     | 0.0            | 3               | 0.0            |
| Elm Grove PD       | 5,947      | 15                        | 2      | 17    | 2.9            | 0                            | 6      | 6     | 1.0            | 23              | 3.9            |
| Hartland PD        | 9,136      | 14                        | 2      | 16    | 1.8            | 0                            | 2      | 2     | 0.2            | 18              | 2.0            |
| Menomonee Falls PD | 35,704     | 51                        | 7      | 58    | 1.6            | 5                            | 10     | 15    | 0.4            | 73              | 2.0            |
| Mukwonago PD       | 7,370      | 14                        | 0      | 14    | 1.9            | 0                            | 7      | 7     | 0.9            | 21              | 2.8            |
| Mukwonago Town PD  | 7,976      | 6                         | 0      | 6     | 0.8            | 0                            | 0      | 0     | 0.0            | 6               | 0.8            |
| Muskego PD         | 24,187     | 33                        | 5      | 38    | 1.6            | 0                            | 7      | 7     | 0.3            | 45              | 1.9            |
| New Berlin PD      | 39,669     | 61                        | 5      | 66    | 1.7            | 0                            | 11     | 11    | 0.3            | 77              | 1.9            |
| North Prairie      | 2,145      | 0                         | 0      | 0     | 0.0            | 0                            | 0      | 0     | 0.0            | 0               | 0.0            |
| Oconomowoc PD      | 15,792     | 21                        | 1      | 22    | 1.4            | 0                            | 6      | 6     | 0.4            | 28              | 1.8            |
| Oconomowoc Town PD | 8,427      | 9                         | 1      | 10    | 1.2            | 0                            | 2      | 2     | 0.2            | 12              | 1.4            |
| Pewaukee PD        | 8,183      | 17                        | 1      | 18    | 2.2            | 0                            | 2      | 2     | 0.2            | 20              | 2.4            |
| Summit PD          | 4,684      | 10                        | 0      | 10    | 2.1            | 0                            | 0      | 0     | 0.0            | 10              | 2.1            |
| Waukesha Co SO     | 95,784     | 140                       | 22     | 162   | 1.7            | 97                           | 76     | 173   | 1.8            | 335             | 3.5            |
| Waukesha PD        | 70,867     | 102                       | 14     | 116   | 1.6            | 7                            | 25     | 32    | 0.5            | 148             | 2.1            |
| County Total       | 390,831    | 591                       | 73     | 664   | 1.7            | 110                          | 175    | 285   | 0.7            | 949             | 2.4            |
| Waupaca County     |            |                           |        |       |                |                              |        |       |                |                 |                |
| Clintonville PD    | 4,582      | 11                        | 0      | 11    | 2.4            | 0                            | 4      | 4     | 0.9            | 15              | 3.3            |
| Manawa PD          | 1,377      | 2                         | 1      | 3     | 2.2            | 0                            | 0      | 0     | 0.0            | 3               | 2.2            |
| Marion PD          | 1,267      | 3                         | 0      | 3     | 2.4            | 0                            | 0      | 0     | 0.0            | 3               | 2.4            |
| New London PD      | 7,335      | 16                        | 1      | 17    | 2.3            | 0                            | 2      | 2     | 0.3            | 19              | 2.6            |
| Waupaca Co SO      | 33,668     | 33                        | 4      | 37    | 1.1            | 28                           | 32     | 60    | 1.8            | 97              | 2.9            |
| Waupaca PD         | 6,099      | 11                        | 3      | 14    | 2.3            | 0                            | 1      | 1     | 0.2            | 15              | 2.5            |
| County Total       | 54,328     | 76                        | 9      | 85    | 1.6            | 28                           | 39     | 67    | 1.2            | 152             | 2.8            |
| Waushara County    |            |                           |        |       |                |                              |        |       |                |                 |                |
| Plainfield Pd      | 865        | 2                         | 0      | 2     | 2.3            | 0                            | 0      | 0     | 0.0            | 2               | 2.3            |
| Waushara Co SO     | 21,401     | 22                        | 2      | 24    | 1.1            | 12                           | 16     | 28    | 1.3            | 52              | 2.4            |
| Wautoma PD         | 2,221      | 5                         | 0      | 5     | 2.3            | 0                            | 1      | 1     | 0.5            | 6               | 2.7            |
| County Total       | 24,487     | 29                        | 2      | 31    | 1.3            | 12                           | 17     | 29    | 1.2            | 60              | 2.5            |

**Table 1: Full-Time Law Enforcement Employees by County, 2012**

| Agency              | Population | Full-Time Sworn Employees |        |       |                | Full-Time Civilian Employees |        |       |                | Total Full-Time |                |
|---------------------|------------|---------------------------|--------|-------|----------------|------------------------------|--------|-------|----------------|-----------------|----------------|
|                     | 2011       | Male                      | Female | Total | Rate/<br>1,000 | Male                         | Female | Total | Rate/<br>1,000 | Total           | Rate/<br>1,000 |
| Marquette County    |            |                           |        |       |                |                              |        |       |                |                 |                |
| Endeavor PD         | 470        | 0                         | 0      | 0     | 0.0            | 0                            | 0      | 0     | 0.0            | 0               | 0.0            |
| Marquette Co SO     | 11,172     | 30                        | 6      | 36    | 3.2            | 0                            | 2      | 2     | 0.2            | 38              | 3.4            |
| MontelloPD          | 1,498      | 2                         | 0      | 2     | 1.3            | 0                            | 1      | 1     | 0.7            | 3               | 2.0            |
| Oxford PD           | 608        | 0                         | 0      | 0     | 0.0            | 0                            | 0      | 0     | 0.0            | 0               | 0.0            |
| Westfield PD        | 1,256      | 3                         | 0      | 3     | 2.4            | 0                            | 0      | 0     | 0.0            | 3               | 2.4            |
| County Total        | 15,004     | 35                        | 6      | 41    | 2.7            | 0                            | 3      | 3     | 0.2            | 44              | 2.9            |
| Menominee County    |            |                           |        |       |                |                              |        |       |                |                 |                |
| Menominee Co SO     | 0          | 7                         | 2      | 9     | 0.0            | 0                            | 8      | 8     | 0.0            | 17              | 0.0            |
| Menominee Tribal PD | 4,348      | 22                        | 2      | 24    | 5.5            | 10                           | 8      | 18    | 4.1            | 42              | 9.7            |
| County Total        | 4,348      | 29                        | 4      | 33    | 7.6            | 10                           | 16     | 26    | 6.0            | 59              | 13.6           |
| Milwaukee County    |            |                           |        |       |                |                              |        |       |                |                 |                |
| Bayside PD          | 4,411      | 12                        | 2      | 14    | 3.2            | 5                            | 15     | 20    | 4.5            | 34              | 7.7            |
| Brown Deer PD       | 12,061     | 24                        | 7      | 31    | 2.6            | 1                            | 2      | 3     | 0.2            | 34              | 2.8            |
| Cudahy PD           | 18,359     | 30                        | 1      | 31    | 1.7            | 2                            | 9      | 11    | 0.6            | 42              | 2.3            |
| Fox Point PD        | 6,734      | 14                        | 3      | 17    | 2.5            | 0                            | 1      | 1     | 0.1            | 18              | 2.7            |
| Franklin PD         | 35,620     | 48                        | 10     | 58    | 1.6            | 2                            | 14     | 16    | 0.4            | 74              | 2.1            |
| Glendale PD         | 12,935     | 37                        | 5      | 42    | 3.2            | 2                            | 3      | 5     | 0.4            | 47              | 3.6            |
| Greendale PD        | 14,117     | 27                        | 2      | 29    | 2.1            | 2                            | 6      | 8     | 0.6            | 37              | 2.6            |
| Greenfield PD       | 36,903     | 49                        | 5      | 54    | 1.5            | 4                            | 16     | 20    | 0.5            | 74              | 2.0            |
| Hales Corners PD    | 7,730      | 16                        | 0      | 16    | 2.1            | 0                            | 3      | 3     | 0.4            | 19              | 2.5            |
| Milwaukee Co SO     | 0          | 251                       | 71     | 322   | 0.0            | 383                          | 351    | 734   | 0.0            | 1,056           | 0.0            |
| Milwaukee PD        | 597,867    | 1,572                     | 334    | 1,906 | 3.2            | 241                          | 430    | 671   | 1.1            | 2,577           | 4.3            |
| Oak Creek PD        | 34,626     | 49                        | 9      | 58    | 1.7            | 3                            | 17     | 20    | 0.6            | 78              | 2.3            |
| River Hills PD      | 1,604      | 11                        | 1      | 12    | 7.5            | 0                            | 0      | 0     | 0.0            | 12              | 7.5            |
| Saint Francis PD    | 9,411      | 20                        | 1      | 21    | 2.2            | 1                            | 4      | 5     | 0.5            | 26              | 2.8            |
| Shorewood PD        | 13,228     | 21                        | 4      | 25    | 1.9            | 0                            | 5      | 5     | 0.4            | 30              | 2.3            |
| South Milwaukee PD  | 21,262     | 28                        | 4      | 32    | 1.5            | 2                            | 4      | 6     | 0.3            | 38              | 1.8            |
| UW-Milwaukee        | 0          | 34                        | 10     | 44    | 0.0            | 11                           | 0      | 11    | 0.0            | 55              | 0.0            |
| Wauwatosa PD        | 46,629     | 79                        | 10     | 89    | 1.9            | 3                            | 20     | 23    | 0.5            | 112             | 2.4            |
| West Allis PD       | 60,714     | 115                       | 19     | 134   | 2.2            | 7                            | 19     | 26    | 0.4            | 160             | 2.6            |
| West Milwaukee PD   | 4,228      | 16                        | 3      | 19    | 4.5            | 2                            | 3      | 5     | 1.2            | 24              | 5.7            |
| Whitefish Bay PD    | 14,182     | 22                        | 2      | 24    | 1.7            | 0                            | 3      | 3     | 0.2            | 27              | 1.9            |
| County Total        | 952,621    | 2,475                     | 503    | 2,978 | 3.1            | 671                          | 925    | 1,596 | 1.7            | 4,574           | 4.8            |
| Monroe County       |            |                           |        |       |                |                              |        |       |                |                 |                |
| Cashton PD          | 1,111      | 2                         | 0      | 2     | 1.8            | 2                            | 0      | 2     | 1.8            | 4               | 3.6            |
| Monroe Co SO        | 24,692     | 21                        | 2      | 23    | 0.9            | 7                            | 7      | 14    | 0.6            | 37              | 1.5            |
| Sparta PD           | 9,602      | 15                        | 2      | 17    | 1.8            | 0                            | 2      | 2     | 0.2            | 19              | 2.0            |
| Tomah PD            | 9,169      | 17                        | 3      | 20    | 2.2            | 0                            | 2      | 2     | 0.2            | 22              | 2.4            |
| County Total        | 44,574     | 55                        | 7      | 62    | 1.4            | 9                            | 11     | 20    | 0.4            | 82              | 1.8            |

VII. J

**BUSINESS OF THE VILLAGE PUBLIC SAFETY COMMITTEE  
GERMANTOWN, WI  
Fire Department**

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**MEETING DATE:** June 1, 2015

**AGENDA ITEM:** New Business

**ITEM TITLE:** Purchase Computer for New Chief's Vehicle

**SUBMITTED BY:** Chief Gary L. Weiss

**SUMMARY EXPLANATION:**

The Fire department is requesting to purchase from TKK Electronics at a cost of \$4,035.00 a F110 Getac Tablet Computer with associated for the new chief's Vehicle. TKK Electronics has the State Contract for pricing on computers. This is budgeted funds out of account # 10-22-570-8100.

Note: This cost is

**ATTACHMENT:**      **ORDINANCE**\_\_\_ **RESOLUTION**\_\_\_ **OTHER\_X**\_\_\_

Estimate Quote #8801 from TKK Electronics.

Information Sheet on the F110 Getac Tablet Computer.

**RECOMMENDATION:**

The Fire Department respectfully requests the Public Safety Committee to approve this purchase.



117B W. Walker Street, #24 - Milwaukee, WI 53204

# Estimate

D-U-N-S Number - 800024049

| Date     | Estimate # |
|----------|------------|
| 5/4/2015 | 8801       |

## Questions?

Contact: Stacey Naumczik  
 Phone: 414-326-9566 Fax: 414-672-2815  
 email: stacey@tkkelectronics.com

| Name / Address                                                                                                                                         |                                                                                                                                                                                                                                    | Rep | Industry     | Shipping Via      |  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|--------------|-------------------|--|
| Village of Germantown Fire Department<br>W162 N11862 Park Ave.<br>Pewaukee, WI 53022<br>Chief Gary Weiss 414-335-3969<br>gweiss@germantownfiredept.com |                                                                                                                                                                                                                                    | SN  | Fire/EMS     | Bestway           |  |
| Item                                                                                                                                                   | Description                                                                                                                                                                                                                        | Qty | Cost         | Total             |  |
| Getac                                                                                                                                                  | F110: Intel Core i5-4300U 1.9 GHz,<br>11.6" Sunlight Readable Touchscreen + HD Webcam,<br>4GB RAM,<br>128GB SSD,<br>WIFI+BT,<br>WIN7P64,<br>5MP Rear Camera,<br>Low Temp -21°C,<br>TPM,<br>IP65,<br>3 YR Bumper to Bumper Warranty | 1   | 1,960.00     | 1,960.00          |  |
| Getac                                                                                                                                                  | Extra 4GB of RAM                                                                                                                                                                                                                   | 1   | 200.00       | 200.00            |  |
| Keyboard                                                                                                                                               | iKey NEMA 4X (IP67) Keyboard with Mount Holes, Backlit,<br>Emergency Key, Plastic keys, 12 Function Keys, Integrated Touchpad,<br>USB Cable, Black Color                                                                           | 1   | 333.00       | 333.00            |  |
| Getac - Dock                                                                                                                                           | Docking Station for Getac F110 Tablet with Power Supply                                                                                                                                                                            | 1   | 456.00       | 456.00            |  |
| Havis Equipment                                                                                                                                        | Heavy Duty Computer Monitor / Keyboard Mount and Motion Device<br>Part # C-MD-302                                                                                                                                                  | 1   | 278.00       | 278.00            |  |
| Havis Equipment                                                                                                                                        | Quick Release Slide For Keyboard Mounting Plate<br>Part # C-KBM-102                                                                                                                                                                | 1   | 50.00        | 50.00             |  |
| Cradlepoint                                                                                                                                            | IBR600LE w/Active Standalone GPS for Verizon LTE -<br>IBR600LE-VZ-PWD                                                                                                                                                              | 1   | 545.00       | 545.00            |  |
| Cradlepoint                                                                                                                                            | GPIO cable                                                                                                                                                                                                                         | 1   | 14.00        | 14.00             |  |
| External Antenna                                                                                                                                       | SKU: AP-CCWG-Q-S2222-RP3-BL                                                                                                                                                                                                        | 1   | 199.00       | 199.00            |  |
| Thank you for your interest!                                                                                                                           |                                                                                                                                                                                                                                    |     | <b>Total</b> | <b>\$4,035.00</b> |  |

This Estimate is valid for 30 days from the issue date and is subject to availability.

By agreeing to purchase items from TTK Electronics you are agreeing to all of our standard terms and conditions. You can request a copy of these terms and conditions via US Mail or email. The terms can also be viewed on our website at: <http://www.tkkelectronics.com/id25.html>

Due to the restrictions set by the USA distributor & MFG, Panasonic Toughbooks Computers, & Accessories may NOT be returned under any circumstances. All non-Panasonic returns must include an RMA. A 15% restocking fee will be charged for ALL returns.

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# F110

## FULLY RUGGED 11.6" TABLET

Large 11.6" LumiBond® 2.0 sunlight readable display  
5th generation Intel® Core™ processor  
Dual hot-swappable battery design  
Optional integrated 4G LTE broadband wireless  
802.11ac next generation WiFi  
Optional 1D/2D imager barcode reader  
Intel HD graphics 5500  
MIL-STD 810G and IP65 certified  
Industry-leading bumper-to-bumper warranty



### 5th Gen Intel Core Processor.

With the latest Intel Core i5 or Intel Core i7 processor, the F110 rugged tablet was designed for speed and efficiency. Clocking in at up to 2.4GHz and with Turbo Boost speeds up to 3GHz, the F110 has the power needed for the most demanding tasks.



### Large 11.6" Display.

The F110 features a large 11.6" display utilizes our revolutionary LumiBond 2.0 technology to achieve a display that is more readable, and offers better contrast and more crisp colors than any other rugged laptop display. The 11.6" widescreen display is ideally suited providing plenty of real estate to run Windows and your apps on.



### Dual Hot-Swappable Batteries.

The F110's unique, hot-swappable dual-battery design allows for potentially infinite, uninterrupted battery life. This enables you to remove one of the two rechargeable batteries and replace it with a fresh battery without ever shutting down apps or your Windows OS.



### Blazing Fast Wireless.

With new multi-carrier 4G LTE, you can easily switch carriers without changing hardware.† The F110 also now supports the next generation 802.11ac WiFi for up to three times faster throughput.



### Designed to Capture.

With a built-in front HD webcam, an optional rear 8MP auto focus camera and an optional top 1D/2D imager bar code reader, the F110 is the ideal solution for capturing data.



### Bumper-to-Bumper Warranty.

Accidents happen. Only Getac offers bumper-to-bumper coverage standard on every F110 rugged tablet.

# GETAC F110

## Specifications



Getac

ruggedsales@getac.com  
www.getac.com  
949.681.2900

Getac, Inc.  
43 Tesla  
Irvine, CA 92618

**Ruggedness** MIL-STD 810G and IP65 certified  
MIL-STD 461F ready<sup>2</sup>  
Optional ANSI/ISA 12.12.01  
Vibration, drop, temperature &  
humidity resistant

**Operating System** Windows® 8.1 Professional  
Windows 7 Professional

**CPU** Intel® Core™ i7-5500U 2.4GHz processor  
with Turbo Boost Technology up to 3GHz  
4MB L3 Intel Smart Cache  
  
Intel Core i5-5200U 2.2GHz processor  
with Turbo Boost Technology up to 2.7GHz  
3MB L3 Intel Smart Cache

Intel Core i5-5300U vPro™ 2.3GHz processor  
with Turbo Boost Technology up to 2.9GHz  
3MB L3 Intel Smart Cache

**Memory** 4GB DDR3 expandable to 8GB<sup>3</sup>

**Storage** Solid State 128GB / 256GB<sup>4</sup>

**VGA Controller** Intel HD Graphics 5500

**Display** 11.6" TFT LCD HD (1366x768) 800 NITS  
LumiBond® 2.0 sunlight readable LED  
display with multi-touch technology  
Optional digitizer

**Expansion Slot<sup>4</sup>** 1D/2D imager barcode reader; or  
RS232 Port; or  
10/100/1000 base-T Ethernet; or  
MicroSD slot; or  
USB 2.0 port

**Security** Intel vPro™ Technology (per CPU options  
above)  
TPM 1.2  
Cable lock slot  
NIST BIOS compliant  
Optional 13.56MHz RFID  
Optional fingerprint reader  
Optional contactless smart card reader

**Communications** Intel Dual Band Wireless-AC 7265 (802.11ac)  
Bluetooth (v4.0 class 1)  
Optional SiRFstarIV™ dedicated GPS  
Optional 4G LTE mobile broadband

**Keyboard** Six tablet buttons:  
Power, Menu, Programmable, Camera Capture/  
Barcode Reader Trigger, Volume Up & Volume Down

**Pointing Device** Touchscreen:  
Capacitive multi-touch screen  
Optional dual mode touchscreen (multi-touch  
and digitizer)

**Webcam** Optional HD webcam x 1  
Optional 8MP auto focus camera

**Power** AC Adapter (65W, 100-240VAC, 50/60Hz)  
Hot swappable Dual Li-Ion battery (2160mAh) x 2  
(up to 12.4 hours of battery life)<sup>5</sup>

**Dimensions and Weight** 12.3" x 8.15" x 0.96" (314 x 207 x 24.5mm)  
3.08lbs (1.4kg)<sup>††</sup>

**Temperature** Operating Temp:  
-6° F to 140° F / -21°C to 60°C  
Storage Temp:  
-40°F to 160°F / -40°C to 71°C  
Humidity: 95% RH, non-condensing

**I/O Interfaces** DC in x 1  
USB 3.0 x 1  
Docking port x 1  
Headphone out/Mic-in Combo x 1  
HDMI x 1  
Optional RF antenna pass-through for  
GPS, WLAN and WWAN

**Warranty** 3 Year bumper-to-bumper warranty standard<sup>†</sup>

Specification subject to change without notice.

<sup>1</sup> Data plan required. Cellular data is available in the US on Verizon Wireless and AT&T networks. LTE is available in select markets. Check with your carrier for details. 4G LTE configuration must be ordered at time of purchase.

<sup>2</sup> Requires MIL-STD 461F 90W AC Adapter sold separately.

<sup>3</sup> Computers configured with a 32-bit operating system can address up to 3GB of system memory. Only computers configured with a 64-bit operating system can address 4 GB or more of system memory.

<sup>4</sup> Expansion slot factory installed and limited to one option. Subject to minimum purchase requirements.

<sup>5</sup> Battery life testing conducted under BatteryMark 4.0.1. Battery performance will vary based on software applications, wireless settings, power management settings, LCD brightness, customized modules and environmental conditions. As with all batteries, maximum capacity decreases with time and use and may eventually need to be replaced by a Getac service provider. Battery life and charge cycles vary by use and settings.

<sup>†</sup> For storage, 1GB = 1 billion bytes; actual formatted capacity less.

<sup>††</sup> Weight varies by configuration and manufacturing process.

<sup>†</sup> 3 year bumper-to-bumper limited warranty standard. For warranty terms and conditions visit [www.getac.com](http://www.getac.com)

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