

AGENDA FOR THE CITY OF BARABOO PUBLIC SAFETY COMMITTEE

Members noticed must notify Committee Chairman Wedekind at least 24 hours before the meeting if they will not be able to attend.

Date and Time: Monday, August 3rd, 2015 – **1:00 P.M.**
Location: City Services Center - 450 Roundhouse Court, Baraboo, Wisconsin
Members Noticed: Phil Wedekind, Tom Kolb, Michael Plautz
Others Noticed: Administrator E. Geick, Mayor M. Palm, City Attorney M. Reitz, Police Chief M. Schauf, Fire Chief K. Stieve, T. Pinion, R. Koss, W. Peterson, E. Robkin, Media, and Library.

1. Call to Order

- a. Note compliance with the Open Meeting Law.
- b. Roll call.
- c. Approve agenda.
- d. Approve minutes of June 29, 2015 Public Safety Committee meeting.

2. New Business

- a. Review and approval of revisions to the Construction Site Erosion Control Code – Subchapter II in Chapter 14.
- b. Review and approval of salt purchase for the 2015/2016 winter season.
- c. Review and recommendation concerning Simplified Rate Case submittal to the PSC for a 3% increase in Water Rates for 2016.
- d. Review and Approval monthly Billing Adjustments/Credits for Sewer and Water Customers
- e. Review and approve updated position descriptions for Fire Department.

3. Reports

- a. Utility Superintendent's Report
- b. Street Superintendent's Report
- c. Police Chief's Report
- d. Fire Chief's Report

4. Adjournment

Phil Wedekind, Chairperson

Agenda Prepared by Kris Jackson
Agenda Posted by Kris Jackson July 31, 2015

PLEASE TAKE NOTICE that any person who has a qualifying disability as defined by the Americans with Disabilities Act, that requires the meeting or materials at the meeting to be in an accessible location or format, should contact the Municipal Clerk (135 Fourth Street or phone 355-2700) during regular business hours at least 48 hours before the meeting so that reasonable arrangements can be made to accommodate each request.

It is possible that members of and possibly a quorum of members of other governmental bodies of the City of Baraboo, who are not members of the above Council, committee, commission, or board, may be in attendance at the above stated meeting to gather information. However, no formal action will be taken by any governmental body at the above stated meeting, **other than the Council, committee, commission, or board identified in the caption of this notice.**

FOR INFORMATION ONLY, NOT TO BE PUBLISHED

MEMORANDUM

City of Baraboo

Date: July 31, 2015
To: Public Safety Committee
From: Tom Pinion
Re: Background for August 03rd Meeting

New Business:

Item A. Earlier this year, the WDNR developed revisions to their Erosion Control and Storm Water Management model ordinances. This month, we will consider revising our current code to reflect the DNR's new model Construction Site Erosion and Sediment Control ordinance. (Next month we will look at the new model Post-Construction Storm Water Management ordinance.) I have attached the revised ordinance for your review.

Items B. Each summer, Bob gets quotes from the area salt suppliers so we can "lock in" a price and quantity for road salt delivered to our door step. For the winters of 2012/2013 and 2013/2014, we purchased salt from North American Salt. Prior to that, and again last winter, we bought our salt from the Columbia County Highway Dept. For the winter of 2013/2014, we paid \$68.76 per ton from North American Salt Company. Last year they quoted us \$111.00 per ton, which was a 60% increase! ! Consequently, we bought salt from Columbia County last year at a price of \$85 per ton, but we had to go to Wyocena to pick it up. This year, the price from Compass Materials (formerly North American Salt) is much more reasonably priced at \$79.75 per ton delivered to Baraboo compared to an estimated cost of approx. \$90 per ton from Columbia County Hwy Dept. in Wyocena. Bob and I are recommending that we sign an agreement with Compass Minerals for this winter's salt supply.

Item C. Wade will provide a thorough explanation of this request at this meeting. In the meantime, I will take a stab and providing some basic background information. Water rates are regulated by the Wisconsin Public Service Commission. A conventional rate case is a very detailed report that documents a Utility's financial performance over a period of years. The Baraboo Water Utility has submitted three such rate cases in 1994, 2002, and more recently in 2012. If you recall the discussion we had in 2012, although the PSC allows utilities a 6% rate of return, the City only authorized a 2% rate of return in an attempt to "curb" the overall rate increase at that time. By waiting 8 to 10 years between rate increases, the rate increase is bound to be pretty significant. Alternatively, the City could consider smaller, more frequent, incremental rate increases like we did last year. The PSC allows communities a five-year "window" following a formal rate case to adjust water rates by way of a Simplified Rate Case. Last year we went this route and increase rates by 3%. We are recommending another 3% increase again this year. Wade has provided some data showing the effect of a 3% increase in rates for 2016.

Item D. Beginning earlier this year, the Water Utility staff began processing utility payments that customers send via the US Mail. Since this was a minor departure from existing operations, the City Clerk's Office worked with the Utility Office to develop a set of internal accounting controls to keep the respective auditors "happy". Part of those controls is to have the Committee also review and acknowledge the monthly billing adjustments/credits that are less than \$500, which were previously approved by the Utility Superintendent. Accordingly, we have included a report showing the adjustments/credits for the past month. This will be a standing agenda item for the Committee's consideration from now on.

MISCELLANEOUS – The recent heavy rainfall events resulted in some localized flooding in a variety of areas throughout town. Two property owners have expressed significant concern about the potential of future flooding in their existing buildings. One is Mr. John Drescher at 1037 5th Street and the other is Jack Adams at Farm & Fleet. We can discuss their concerns in more detail at the meeting as one or both of them may attend.

Have a great weekend and I will see you on Monday!

Minutes of the Public Safety Committee Meeting – June 29, 2015

Members Present: Phil Wedekind, Tom Kolb, and Mike Plautz. **Others Present:** Administrator Geick, Mayor Palm, Chief Schauf, Chief Stieve, Engineer Pinion, Bob Koss, Wade Peterson, Ben Bromely, Nancy Phelan, Deb Bauer, Stephanie Lamb, Mike Hardy, Greg Slayton, Grant Slayton, Todd Wickus, and Kris Jackson.

Call to Order - Committee Chairman Phil Wedekind called the meeting to order at 1:00 P.M. at the City Service Building, 450 Roundhouse Court, Baraboo, Wisconsin. Compliance with the Open Meeting Law was noted. It was moved by Kolb, seconded by Plautz to approve the agenda as posted and by voice vote, the motion carried. It was moved by Kolb, seconded by Plautz to approve the minutes of the May 26, 2015 meeting. By voice vote the motion carried.

New Business

- a. Review and recommendation to award contract for Engineering Design Services for the Rehabilitation of the Moore Street Bridge – Engineer Pinion said that this bridge is in rough shape and the bridges in town are subject to annual inspections and bi-annual reports and they are rated on a distress score. He said that the distress score is low enough that it qualifies for eligibility for 80% funding in the local bridge program which he applied for and they agreed to fund it. He said that this is a five-year project window and will probably be constructed in 2017; therefore we will have to hire a consultant which is 100% the City's cost, and there is \$35,000 in the budget this year to do that. He sent the request for proposals to four different consulting firms, only two of them chose to respond. He said that companies are familiar with the bridge, MSA Professional Services designed it in 1983 and Jewel does all types of these projects. He said the scope of service is very comparable and it is odd that the tasks that each identified were identical. He said the total number of hours was 577 to 380, for some reason MSA forecasted a lot of extra involvement in coordinating with the railroad, the local consultant manager, and the DOT themselves. He said that he felt it is difficult to justify the additional \$20,000 in cost; therefore, he is recommending approval of a contract for Jewel Associates Engineers for the Moore Street Rehabilitation Design. Kolb moved, Plautz seconded to award the contract for Engineering Design Services for the Rehabilitation of the Moore Street Bridge to Jewel Associates Engineers. Motion carried unanimously.
- b. Review and recommendation to close Oak Street, between 1st and 2nd Streets, for a Special Event sponsored by Brothers on Oak (as a fund raiser for the Baraboo Fire Fighters Association) – Greg Slayton explained the application and event proposal that was submitted. He said that a number of meetings between himself and son, Grant Slayton, the Chamber, Downtown Baraboo, Fire Department, and Police Department have been held and have had all positive responses to holding this event. Chief Schauf said that the first hurdle jumped was that this property is already in a use permit by accommodation of the Chamber and DBI for the Big Top Parade Event; therefore, Slayton was sent to speak with them and it seems that they have worked out issues that there were. He said that he has committed to Slayton that he would have at least one uniformed officer that would be at the event for entirety based on the event is based outside and they have talked about the need for different fencing and things of that nature at the event and he appears to be complying with everything. He said that one concern is that his application does request up until midnight, and he feels that this is in direct contrast with the sidewalk ordinance for outside vending of alcohol, which is 10 p.m., so he feels that this is something that the Committee needs to consider. Kolb said that that was his first concern because everything else is 10 at the latest and there are residences that live above the businesses. Slayton said that there will be an additional gates in place which is not shown on the map and also Grant will be have between five and ten security people in black shirts checking IDs and letting people in and out of the gates. Kolb asked what kind of amplification there would be. Slayton said the basic outdoor band, similar to what is on the square. Slayton said that wrist bands would be used and no one under the age of 21 will be allowed in the gates. He went on to say that this benefit is something that they would like to do on a yearly basis and it will be benefit the Fire Department. The Fire Department will be selling brats, get the beer license and the Slaytons' will be getting the banners, DJ, tent, and all other work necessary. Slayton said that he feels that they can raise approximately \$14,000 for the fire department with this event. The only objection of the Committee is the midnight instead of the 10:00 p.m. Slayton asked if the Committee was objecting to people still being in the street at 12:00 a.m., or the sale of beer after 10:00 p.m. The Committee stated that they objected to everything. Slayton then clarified that the Committee is saying that everything would have to be shut down by 10:00 p.m. and then dispersed at 10:00. Chief Schauf said that this is a working dynamic situation being the first one and Slayton and others have been very open to suggestions from the City and the Police Department. Todd Wickus, DBI said that they are supporting the event. Sandy Deb Bauer of the Chamber said that they have the permit for both Saturday and Sunday, so actually the dumpsters and portable toilets that are being rented by them for the entire weekend will remain there. She said that the only stipulations to the Slaytons' that her board had was to limit the beer advertising signs because this event is a family, friendly event and make sure it is deemed separate from the Chamber events. It was moved by Kolb, seconded by Plautz to approve the street closure as requested, and all activities are dispersed by 10:00 p.m. Motion carried unanimously.
- c. Review and recommendation concerning signage to restrict truck traffic on Maxwell Street – Nancy Phelan said that she lives on Maxwell Street and said that five to six semis go up and down Maxwell Street during a week's time. She said that last year she was laid off and noticed it; however, she attributed it to the work being done on South Blvd. and maybe the trucks were taking a shortcut across Hwy. 123. After following a couple of trucks and speaking with the police department she was told that the drivers are following their GPS's which takes them from Parkway, up Elm Street, Grove to Maxwell. She said occasionally trucks make a left to Mulberry, which is signed on both ends as being not a truck route. She went on to say that she would like to see "No Truck Route" signs on Maxwell Street; however, she fears that the problem would shift to South and Blake Streets. She is suggesting that signs be placed on Maxwell, Blake, South, and Elms Streets and this would possibly keep them where they should be. Pinion said that there are signs that prohibit truck traffic on Mulberry Street. He called and left messages for the managing folks at each of the companies; however, he doesn't know if this has helped deter the traffic. He said that if the Committee chooses to do something, the most that could be done is put up similar signage to what is on Mulberry and indicate no trucks and then it could be enforceable. Chief Schauf said that he feels that the truck drivers do not get the message because there are so many independent truckers. He said that the reality is the signage is the best way to get the trucks to know and with the signage then the department can work on enforcement; however, enforcement is based on staffing. Kolb moved, Plautz seconded to install no truck signage on one end of Elm and the other at the end of Maxwell. Phelan felt that the signage should also be placed and Blake and South at the Lake Street intersections. Kolb agreed and amended his motion and Plautz seconded. Motion carried unanimously.
- d. Review and recommendation concerning request to install brick pavers in lieu of concrete sidewalk in front of the Al Ringling Theatre – Stephanie Miller Lamb, Executive Director of the Al Ringling Theatre then addressed the Committee. Deb Rosen was also present. Lamb explained that they would like to move forward with engraved pavers. She said that underneath the marquee area is where they would start, and if the program is successfully, as they hope it will be, they would then expand within their property line. She said that the recommendation is that they start under the marquee with the first three feet closest to the building and then building out the last five feet later, and then spreading out to the sides further if needed. She then showed the Committee three different sizes of pavers and stated that they have not chosen a vendor yet at this time. Kolb said that policy is that

**BARABOO WATER UTILITY
OPERATING REVENUES
HISTORICAL AND FORECASTED SCHEDULES OF PSC REGULATED WATER REVENUES**

	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	ESTIMATED 2015 REVENUE (BUDGET)	ESTIMATED REVENUE (3% Rate Increase)
SALES OF WATER:					
Residential	\$573,142	\$587,254	\$585,311	\$602,315	\$620,384
Commercial	195,581	206,333	135,933	142,715	\$146,996
Industrial	427,185	452,440	429,804	419,030	\$431,601
Public Authorities	52,528	56,413	56,048	56,870	\$58,576
Multifamily Residential	0	0	77,651	79,590	\$81,978
Wholesale	3,048	3,264	3,264	3,362	\$3,463
TOTAL METERED SALES	\$1,251,484	\$1,305,704	\$1,288,011	\$1,303,882	\$1,342,998
FIRE PROTECTION SERVICE:					
Private Fire Protection- N/A with SRC	33,117	34,506	36,023	36,838	36,838
Public Fire Protection-Municipal Charge	264,757	264,757	264,757	272,700	\$280,881
Public Fire Protection-Direct Charge	69,832	93,514	94,397	98,020	\$100,961
TOTAL FIRE PROTECTION	\$367,706	\$392,777	\$395,177	\$407,558	\$418,680
GRAND TOTAL	<u>\$1,619,190</u>	<u>\$1,698,481</u>	<u>\$1,683,188</u>	<u>\$1,711,440</u>	<u>\$1,761,678</u>

ADD'L ESTIMATED REVENUE WITH PSC SIMPLIFIED RATE CASE APPROVAL

\$50,238

SUBCHAPTER II: CONSTRUCTION SITE EROSION CONTROL CODE

14.23 AUTHORITY.

- (1) This ordinance is adopted under the authority granted by §62.234, Wis. Stats. This ordinance supersedes all provisions of an ordinance previously enacted under §62.23, Wis. Stats., that relate to construction site erosion control. Except as otherwise specified in §62.234 Wis. Stats., §62.23, Wis. Stats., applies to this ordinance and to any amendments to this ordinance.
- (2) The provisions of this ordinance are deemed not to limit any other lawful regulatory powers of the same governing body.
- (3) The Common Council hereby designates the Building Inspector or City Engineer to administer and enforce the provisions of this ordinance.
- (4) The requirements of this ordinance do not pre-empt more stringent erosion and sediment control requirements that may be imposed by any of the following:
 - (a) Wisconsin Department of Natural Resources administrative rules, permits or approvals including those authorized under §§281.16 and 283.33, Wis. Stats.
 - (b) Targeted non-agricultural performance standards promulgated in rules by the Wisconsin Department of Natural Resources under §NR 151.004, Wis. Adm. Code.

14.23.1 FINDINGS OF FACT. The Common Council finds that runoff from land disturbing construction activity carries a significant amount of sediment and other pollutants to the waters of the state in City of Baraboo.

14.23.2 PURPOSE. It is the purpose of this ordinance to maintain safe and healthful conditions; prevent and control water pollution; prevent and control soil erosion; protect spawning grounds, fish and aquatic life; control building sites, placement of structures and land uses; preserve ground cover and scenic beauty; and promote sound economic growth by minimizing the amount of sediment and other pollutants carried by runoff or discharged from land disturbing construction activity to waters of the state in the City of Baraboo.

14.23.3 APPLICABILITY AND JURISDICTION.

- (1) **APPLICABILITY.**
 - (a) Except as provided under Sub. (b), this ordinance applied to any construction site as defined under Sec. 14.24 (6):
 - (b) This ordinance does not apply to the following:
 1. Transportation facilities, except transportation facility construction projects that are part of a larger common plan of development such as local roads with a residential or industrial development.
 2. A construction project that is exempted by federal statutes or regulations from the requirement to have a national pollutant discharge elimination system permit issued under Ch. 40, Code of Federal Regulations, part 122, for land disturbing construction activity.
 3. Nonpoint discharges from agricultural facilities and practices.
 4. Nonpoint discharges from silviculture activities.
 5. Routine maintenance for project sites under 5 acres of land disturbance if performed to maintain the original line and grade, hydraulic capacity or original purpose of the facility.

- (c) Notwithstanding the applicability requirements in paragraph (a), this ordinance applies to construction sites of any size that, as determined by the Building Inspector or City Engineer, are likely to result in runoff that exceeds the safe capacity of the existing drainage facilities or receiving body of water, that causes undue channel erosion, or that increases water pollution by scouring or the transportation of particulates.
- (2) JURISDICTION. This ordinance applies to land disturbing construction activities on lands within the boundaries and jurisdiction of the City of Baraboo, and, optionally to the public and private lands subject to extraterritorial review under §§236.45(2) and (3), Wis. Stats.
- (3) EXCLUSIONS. This ordinance is not applicable to activities conducted by a state agency, as defined under §227.01 (1), Wis. Stats.

14.24 DEFINITIONS

- (1) ADMINISTERING AUTHORITY means a governmental employee, or a regional planning commission empowered under §62.234, Wis. Stats., that is designated by the Common Council to administer this ordinance.
- (2) AGRICULTURAL FACILITIES AND PRACTICES has the meaning in §281.16(1), Wis. Stats.
- (3) BEST MANAGEMENT PRACTICE or BMP means structural or non-structural measures, practices, techniques or devices employed to avoid or minimize soil, sediment or pollutants carried in runoff to waters of the state.
- (4) BUSINESS DAY means a day the office of the Building Inspector or City Engineer is routinely and customarily open for business.
- (5) CEASE AND DESIST ORDER means a court-issued order to halt land disturbing construction activity that is being conducted without the required permit or in violation of a permit issued by the City of Baraboo.
- (6) CONSTRUCTION SITE means an area upon which one or more land disturbing construction activities occur, including areas that are part of a larger common plan of development or sale where multiple separate and distinct land disturbing construction activities may be taking place at different times on different schedules but under one plan. A long-range planning document that describes separate construction projects, such as a 20-year transportation improvement plan, is not a common plan of development.
- (7) DESIGN STORM means a hypothetical discrete rainstorm characterized by a specific duration, temporal distribution, rainfall intensity, return frequency and total depth of rainfall.
- (8) DIVISION OF LAND means the creation from one parcel of one or more parcels or building sites, regardless of size, where such creation occurs at one time or through successive partition within a 5-year period.
- (9) EROSION means the process by which the land's surface is worn away by the action of wind, water, ice or gravity.
- (10) EROSION AND SEDIMENT CONTROL PLAN means a comprehensive plan developed to address pollution caused by erosion and sedimentation of soil particles or rock fragments during construction.
- (11) EXTRATERRITORIAL means the unincorporated area within 3 miles of the corporate limits of a first, second, or third class city, or within 1.5 miles of a fourth class city or village.
- (12) FINAL STABILIZATION means that all land disturbing construction activities at the construction site have been completed and that a uniform perennial vegetative cover has been established, with a density of at least 70 percent of the cover, for the unpaved areas and areas not covered by permanent structures, or that employ equivalent permanent stabilization measures.
- (13) GOVERNING BODY means town board of supervisors, county board of supervisors, Common Council, village board of trustees or village council.

- (14) LAND DISTURBING CONSTRUCTION ACTIVITY means any man-made alteration of the land surface resulting in a change in the topography or existing vegetative or non-vegetative soil cover, that may result in runoff and lead to an increase in soil erosion and movement of sediment into waters of the state. Land disturbing construction activity includes clearing and grubbing, demolition, excavating, pit trench dewatering, filling and grading activities.
- (15) LANDOWNER means any person holding fee title, an easement or other interest in property, which allows the person to undertake cropping, livestock management, land disturbing construction activity or maintenance of storm water BMPs on the property.
- (16) MEP or MAXIMUM EXTENT PRACTICABLE means a level of performance that is achievable but is not equivalent to a performance standard identified in this ordinance as determined in accordance with Sec. 14.25 of this ordinance.
- (17) PERFORMANCE STANDARD means a narrative or measurable number specifying the minimum acceptable outcome for a facility or practice.
- (18) PERMIT means a written authorization made by the Building Inspector or City Engineer to the applicant to conduct land disturbing construction activity or to discharge post-construction runoff to waters of the state.
- (19) POLLUTANT has the meaning given in §283.01 (13), Wis. Stats.
- (20) POLLUTION has the meaning given in §281.01 (10), Wis. Stats.
- (21) RESPONSIBLE PARTY means the landowner or other entity performing services to meet the requirements of this ordinance through a contract or other agreement.
- (22) RUNOFF means storm water or precipitation including rain, snow or ice melt or similar water that moves on the land surface via sheet or channelized flow.
- (23) SEDIMENT means settleable solid material that is transported by runoff, suspended within runoff or deposited by runoff away from its original location.
- (24) SILVICULTURE ACTIVITY means activities including tree nursery operations, tree harvesting operations, reforestation, tree thinning, prescribed burning, and pest and fire control. Clearing and grubbing of an area of a construction site is not a silviculture activity.
- (25) SITE means the entire area included in the legal description of the land on which the land disturbing construction activity is proposed in the permit application.
- (26) STOP WORK ORDER means an order issued by the Building Inspector or City Engineer which requires that all construction activity on the site be stopped.
- (27) TECHNICAL STANDARD means a document that specifies design, predicted performance and operation and maintenance specifications for a material, device or method.
- (28) TRANSPORTATION FACILITY means a highway, a railroad, a public mass transit facility, a public-use airport, a public trail or any other public work for transportation purposes such as harbor improvements under §85-095(1)(b), Wis. Stats. Transportation Facility does not include building sites for the construction of public buildings and buildings that are places of employment that are regulated by the Department pursuant to §281.33, Wis. Stats.
- (29) WATERS OF THE STATE includes those portions of Lake Michigan and Lake Superior within the boundaries of this state, and all lakes, bays, rivers, streams, springs, ponds, wells, impounding reservoirs, marshes, watercourses, drainage systems and other surface water or groundwater, natural or artificial, public or private, within this state or its jurisdiction.

14.25 APPLICABILITY OF MAXIMUM EXTENT PRACTICABLE.

Maximum extent practicable applies when a person who is subject to a performance standard of this ordinance demonstrates to the [administering authority]’s satisfaction that a performance standard is not achievable and that a lower level of performance is appropriate. In making the assertion that a performance standard is not achievable and that a level of performance different from the performance standard is the maximum extent practicable, the responsible party shall take into account the best available technology, cost effectiveness, geographic features, and other competing interests such as protection of public safety and welfare, protection of endangered and threatened resources, and preservation of historic properties.

14.26 TECHNICAL STANDARDS.

All BMPs required for compliance with this ordinance shall meet design criteria, standards and specifications based on any of the following:

- (1) DESIGN GUIDANCE AND TECHNICAL STANDARDS identified or developed by the Wisconsin Department of Natural Resources under Subch. V of Ch. NR 151, Wis. Adm. Code.
- (2) SOIL LOSS prediction tools (such as the Universal Soil Loss Equation (USLE)) when using an appropriate rainfall or runoff factor (also referred to as the R factor) or an appropriate design storm and precipitation distribution, and when considering the geographic location of the site and period of disturbance.
- (3) TECHNICAL STANDARDS and methods have been approved by the Building Inspector or City Engineer.

14.27 PERFORMANCE STANDARDS FOR CONSTRUCTION SITE UNDER ONE ACRE.

- (1) RESPONSIBLE PARTY. The responsible party shall comply with this section.
- (2) EROSION AND SEDIMENT CONTROL PRACTICES. Erosion and sediment control practices at each site where land disturbing construction activity is to occur shall be used to prevent or reduce all of the following:
 - (a) The deposition of soil from being tracked onto streets by vehicles.
 - (b) The discharge of sediment from disturbed areas into on-site storm water inlets.
 - (c) The discharge of sediment from disturbed areas into adjacent waters of the state.
 - (d) The discharge of sediment from drainage ways that flow off the site.
 - (e) The discharge of sediment by dewatering activities.
 - (f) The discharge of sediment eroding from soil stockpiles existing for more than 7 days.
 - (g) The transport by runoff into waters of the state of chemicals, cement, and other building compounds and materials on the construction site during the construction period. However, projects that require the placement of these materials in waters of the state, such as constructing bridge footings or BMP installations, are not prohibited by this subdivision.
- (3) LOCATION. The BMPs shall be so located that treatment occurs prior to runoff entering waters of the state.
- (4) IMPLEMENTATION. The BMPs used to comply with this section shall be implemented as follows:
 - (a) Erosion and sediment control practices shall be constructed or installed before land disturbing construction activities begin.
 - (b) Erosion and sediment control practices shall be maintained until final stabilization.

- (c) Final stabilization activity shall commence when land disturbing activities cease and final grade has been reached on any portion of the site.
- (d) Temporary stabilization activity shall commence when land disturbing activities have temporarily ceased and will not resume for a period exceeding 14 calendar days.
- (e) BMPs that are no longer necessary for erosion and sediment control shall be removed by the responsible party.

14.27.1 PERFORMANCE STANDARDS FOR CONSTRUCTION SITES OF ONE ACRE OR MORE.

- (1) RESPONSIBLE PARTY. The responsible party shall comply with this section and implement the Erosion and Sediment Control Plan developed in accordance with Sec. 14.28.1.
- (2) EROSION AND SEDIMENT CONTROL PLAN. A written site-specific Erosion and Sediment Control Plan shall be developed in accordance with Sec. 14.28.1 and implemented for each construction site.
- (3) EROSION AND OTHER POLLUTANT CONTROL REQUIREMENTS. The Erosion and Sediment Control Plan required under sub. (2) shall include the following:
 - (a) EROSION AND SEDIMENT CONTROL PRACTICES. Erosion and sediment control practices at each site where land disturbing construction activity is to occur shall be used to prevent or reduce all of the following:
 - 1. The deposition of soil from being tracked onto streets by vehicles.
 - 2. The discharge of sediment from disturbed areas into on-site storm water inlets.
 - 3. The discharge of sediment from disturbed areas into adjacent waters of the state.
 - 4. The discharge of sediment from drainage ways that flow off the site.
 - 5. The discharge of sediment by dewatering activities.
 - 6. The discharge of sediment eroding from soil stockpiles existing for more than 7 days.
 - 7. The discharge of sediment from erosive flows at outlets and in downstream channels.
 - 8. The transport by runoff into waters of the state of chemicals, cement, and other building compounds and materials on the construction site during the construction period. However, projects that require the placement of these materials in waters of the state, such as constructing bridge footings or BMP installations, are not prohibited by this subdivision.
 - 9. The transport by runoff into waters of the state of untreated wash water from vehicle and wheel washing.
 - (b) SEDIMENT PERFORMANCE STANDARDS. In addition to the erosion and sediment control practices under par. (a), the following erosion and sediment control practices shall be employed:
 - 1. BMPs that, by design, discharge no more than 5 tons per acre per year, or to the maximum extent practicable, of the sediment load carried in runoff from initial grading to final stabilization.
 - 2. No person shall be required to employ more BMPs than are needed to meet a performance standard in order to comply with maximum extent practicable. Erosion and sediment control BMPs may be combined to meet the requirements of this paragraph. Credit may be given

toward meeting the sediment performance standard of this paragraph for limiting the duration or area, or both, of land disturbing construction activity, or for other appropriate mechanisms.

3. Notwithstanding subd. 1., if BMPs cannot be designed and implemented to meet the sediment performance standard, the Erosion and Sediment Control Plan shall include a written, site-specific explanation of why the sediment performance standard cannot be met and how the sediment load will be reduced to the maximum extent practicable.
- (c) PREVENTIVE MEASURES. The Erosion and Sediment Control Plan shall incorporate all of the following:
1. Maintenance of existing vegetation, especially adjacent to surface waters whenever possible.
 2. Minimization of soil compaction and preservation of topsoil.
 3. Minimization of land disturbing construction activity on slopes of 20 percent or more.
 4. Development of spill prevention and response procedures.
- (d) LOCATION. The BMPs used to comply with this section shall be located so that treatment occurs prior to runoff entering waters of the state.
- (4) IMPLEMENTATION. The BMPs used to comply with this section shall be implemented as follows:
- (a) Erosion and sediment control practices shall be constructed or installed before land disturbing construction activities begin in accordance with the Erosion and Sediment Control Plan developed in Sec. 14. 27.1(2).
 - (b) Erosion and sediment control practices shall be maintained until final stabilization.
 - (c) Final stabilization activity shall commence when land disturbing activities cease and final grade has been reached on any portion of the site.
 - (d) Temporary stabilization activity shall commence when land disturbing activities have temporarily ceased and will not resume for a period exceeding 14 calendar days.
 - (e) BMPs that are no longer necessary for erosion and sediment control shall be removed by the responsible party.

14.28 PERMITTING REQUIREMENTS, PROCEDURES, AND FEES.

- (1) PERMIT REQUIRED. No responsible party may commence a land disturbing construction activity subject to this ordinance without receiving prior approval of an Erosion and Sediment Control Plan for the site and a permit from the Building Inspector or City Engineer.
- (2) PERMIT APPLICATION AND FEES. At least one responsible party that will undertake a land disturbing construction activity subject to this ordinance shall submit an application for a permit and an Erosion and Sediment Control Plan that meets the requirements of Sec. 14.28.1 and shall pay an application fee as set by the Building Inspector or City Engineer and as shown in the Official Fee Schedule. By submitting an application, the applicant is authorizing the Building Inspector or City Engineer to enter the site to obtain information required for the review of the Erosion and Sediment Control Plan.

- (3) PERMIT APPLICATION REVIEW AND APPROVAL. The Building Inspector or City Engineer shall review any permit application that is submitted with an Erosion and Sediment Control Plan, and the required fee. The following approval procedure shall be used:
- (a) Within 45 business days of the receipt of a complete permit application, as required by Sub. (2), the Building Inspector or City Engineer shall inform the applicant whether the application and plan are approved or disapproved based on the requirements of this ordinance.
 - (b) If the permit application and Erosion and Sediment Control Plan are approved, the Building Inspector or City Engineer shall issue the permit.
 - (c) If the permit application or Erosion and Sediment Control Plan is disapproved, the Building Inspector or City Engineer shall state in writing the reasons for disapproval.
 - (d) The Building Inspector or City Engineer may request additional information from the applicant. If additional information is submitted, the Building Inspector or City Engineer shall have 30 business days from the date the additional information is received to inform the applicant that the plan is either approved or disapproved.
 - (e) Failure by the Building Inspector or City Engineer to inform the permit applicant of a decision within 45 business days of a required submittal shall be deemed to mean approval of the submittal and the applicant may proceed as if a permit had been issued.
- (4) SURETY BOND. As a condition of approval and issuance of the permit, the Building Inspector or City Engineer may require the applicant to deposit a surety bond or irrevocable letter of credit to guarantee a good faith execution of the approved Erosion and Sediment Control Plan and any permit conditions.
- (5) PERMIT REQUIREMENTS. All permits shall require the responsible party to:
- (a) Notify the Building Inspector or City Engineer within 48 hours of commencing any land disturbing construction activity.
 - (b) Notify the Building Inspector or City Engineer of completion of any BMPs within 14 days after their installation.
 - (c) Obtain permission in writing from the Building Inspector or City Engineer prior to any modification pursuant to Sec. 14.28.1(3) of the Erosion and Sediment Control Plan.
 - (d) Install all BMPs as identified in the approved Erosion and Sediment Control Plan.
 - (e) Maintain all road drainage systems, storm water drainage systems, BMPs, and other facilities identified in the Erosion and Sediment Control Plan.
 - (f) Repair any siltation or erosion damage to adjoining surfaces and drainage ways resulting from land disturbing construction activities and document repairs in a site inspection log.
 - (g) Inspect the BMPs within 24 hours after each rain of 0.5 inches or more which results in runoff during active construction periods, and at least once each week. Make needed repairs and install additional BMPs as necessary, and document these activities in an inspection log with the date of inspection, the name of the person conducting the inspection, and a description of the present phase of the construction at the site.
 - (h) Allow the Building Inspector or City Engineer to enter the site for the purpose of inspecting compliance with the Erosion and Sediment Control Plan or for performing any work necessary to bring the site into compliance with the Erosion and Sediment Control Plan at the construction site.

- (6) PERMIT CONDITIONS. Permits issued under this section may include conditions established by Building Inspector or City Engineer in addition to the requirements set forth in Sub. (5), where needed to assure compliance with the performance standards in Sec. 14.27 or 14.27.1.
- (7) PERMIT DURATION. Permits issued under this section shall be valid for a period of 180 days, or the length of the building permit or other construction authorizations, whichever is longer, from the date of issuance. The Building Inspector or City Engineer may extend the period one or more times for up to an additional 180 days. The Building Inspector or City Engineer may require additional BMPs as a condition of the extension if they are necessary to meet the requirements of this ordinance.
- (8) MAINTENANCE. The responsible party throughout the duration of the construction activities shall maintain all BMPs necessary to meet the requirements of this ordinance until the site has undergone final stabilization.

14.28.1 EROSION AND SEDIMENT CONTROL PLAN, STATEMENT, AND AMENDMENTS.

- (1) EROSION AND SEDIMENT CONTROL PLAN STATEMENT. For each construction site identified under Sec. 14.26(1)(c), an Erosion and Sediment Control Plan Statement shall be prepared. This statement shall be submitted to the Building Inspector or City Engineer. The Erosion and Sediment Control Plan Statement shall briefly describe the site, the development schedule, and the BMPs that will be used to meet the requirements of the ordinance. A site map shall also accompany the Erosion and Sediment Control Plan Statement.
- (2) EROSION AND SEDIMENT CONTROL PLAN REQUIREMENTS.
 - (a) Preparation and Submission. An Erosion and Sediment Control Plan shall be prepared and submitted to the Building Inspector or City Engineer.
 - (b) Performance Standards. The Erosion and Sediment Control Plan shall be designed to meet the performance standards in Sec 14.27 or 14.27.1 and other requirements of this ordinance.
 - (c) Pollution. The Erosion and Sediment Control Plan shall address pollution caused by soil erosion and sedimentation during construction and up to final stabilization of the site. The Erosion and Sediment Control Plan shall include, at a minimum, the following items:
 - 1. The name(s) and address(es) of the owner or developer of the site, and of any consulting firm retained by the applicant, together with the name of the applicant's principal contact at such firm. The application shall also include start and end dates for construction.
 - 2. Description of the site and the nature of the construction activity, including representation of the limits of land disturbance on a United States Geological Service 7.5 minute series topographic map.
 - 3. A description of the intended sequence of major land disturbing construction activities for major portions of the construction site, including stripping and clearing; rough grading; construction of utilities, infrastructure, and buildings; and final grading and landscaping. Sequencing shall identify the expected date on which clearing will begin, the estimated duration of exposure of cleared areas, areas of clearing, installation of temporary erosion and sediment control measures, and establishment of permanent vegetation.
 - 4. Estimates of the total area of the site and the total area of the site that is expected to be disturbed by construction activities.
 - 5. Calculations to show compliance with the performance standard of Sec. 14.27.1(3)(b).
 - 6. Existing data describing the surface soil as well as subsoils.

7. Depth to groundwater, as indicated by Natural Resources Conservation Service soil information where available.
 8. Name of the immediate named receiving water from the United States Geological Service 7.5 minute series topographic maps.
- (d) Site Map. The Erosion and Sediment Control Plan shall include a site map. This map shall include the following items and shall be at a scale not greater than 100 feet per inch and at a contour interval not to exceed five feet.
1. Existing topography, vegetative cover, natural and engineered drainage systems, roads, and surface waters. Lakes, streams, wetlands, channels, ditches, and other watercourses on and immediately adjacent to the site shall be shown. Any identified 100-year flood plains, flood fringes, and floodways shall also be shown.
 2. Boundaries of the construction site.
 3. Drainage patterns and approximate slopes anticipated after major grading activities.
 4. Areas of soil disturbance.
 5. Location of major structural and non-structural controls identified in the Erosion Control and Sediment Plan.
 6. Location of areas where stabilization BMPs will be employed.
 7. Areas that will be vegetated following land disturbing construction activities.
 8. Area(s) and location of wetland on the construction site, and locations where storm water is discharged to a surface water or wetland within one-quarter mile downstream of the construction site.
 9. Area(s) use for infiltration of post-construction storm water runoff.
 10. An alphanumeric or equivalent grid overlying the entire construction site map.
- (e) Controls and Measures. Each Erosion and Sediment Control Plan shall include a description of appropriate controls and measures that will be installed and maintained at the construction site to prevent pollutants from reaching waters of the state. The Erosion and Sediment Control Plan shall clearly describe the appropriate erosion and sediment control BMPs for each major land disturbing construction activity and the timing during the period of land disturbing construction activity that the Erosion and Sediment Control BMPs will be implemented. The description of erosion and sediment control BMPs shall include, when appropriate, the following minimum requirements:
1. Description of interim and permanent stabilization practices, including a BMP implementation schedule. The Erosion and Sediment Control Plan shall ensure that existing vegetation is preserved where attainable and that disturbed portions of the site are stabilized.
 2. Description of structural practices to divert flow away from exposed soils, store flows or otherwise limit runoff and the discharge of pollutants from the site. Unless otherwise specifically approved in writing by the Building Inspector or City Engineer, structural measures shall be installed on upland soils.
 3. Management of overland flow at all areas of the construction site, unless otherwise controlled by outfall controls.
 4. Trapping of sediment in channelized flow.

5. Staging land disturbing construction activities to limit exposed soil areas subject to erosion.
 6. Protection of downslope drainage inlets where they occur.
 7. Minimization of tracking at all vehicle and equipment entry and exit locations on the construction site.
 8. Clean up of off-site sediment deposits.
 9. Proper disposal of building and waste materials.
 10. Stabilization of drainage ways.
 11. Installation of permanent stabilization practices as soon as possible after final grading.
 12. Minimization of dust to the maximum extent practicable.
- (f) Velocity Dissipation Devices. The Erosion and Sediment Control Plan shall require that velocity dissipation devices be placed at discharge locations and along the length of any outfall channel, as necessary, to provide a non-erosive flow from the structure to a water course so that the natural physical and biological characteristics and functions are maintained and protected.
- (3) **EROSION AND SEDIMENT CONTROL PLAN AMENDMENTS**. The applicant shall amend the Erosion and Sediment Control Plan if any of the following occur:
- (a) There is a change in design, construction, operation or maintenance at the site which has the reasonable potential for the discharge of pollutants to waters of the state and which has not otherwise been addressed in the Erosion and Sediment Control Plan.
 - (b) The actions required by the Erosion and Sediment Control Plan fail to reduce the impacts of pollutants carried by construction site runoff.
 - (c) The Building Inspector or City Engineer notifies the applicant of changes needed in the Erosion and Sediment Control Plan.

14.28.2 FEE SCHEDULE. The fees referred to in other sections of this ordinance shall be **adopted by the City of Baraboo Common Council** and may from time to time be modified by resolution. A schedule of the fees shall be available for review in City Hall.

14.29 INSPECTION. If land disturbing construction activities are occurring without a permit required by this ordinance, the Building Inspector or City Engineer may enter the land pursuant to the provisions of §§66.0119(1), (2), and (3), Wis. Stats.

14.30 ENFORCEMENT.

- (1) The Building Inspector or City Engineer may post a stop work order if any of the following occurs:
 - (a) Land disturbing construction activity regulated under this ordinance is occurring without a permit.
 - (b) The Erosion and Sediment Control Plan is not being implemented in a good faith.
 - (c) The conditions of the permit are not being met.
- (2) If the responsible party does not cease activity as required in a stop work order posted under this section or fails to comply with the Erosion and Sediment Control Plan or permit conditions, the Building Inspector or City Engineer may revoke the permit.

- (3) If the responsible party, where no permit has been issued or the permit has been revoked, does not cease the activity after being notified by the Building Inspector or City Engineer, or if a responsible party violates a stop work order posted under Sub. (1), the Building Inspector or City Engineer may request the City Attorney to obtain a cease and desist order in any court with jurisdiction.
- (4) The Building Inspector or City Engineer may retract the stop work order issued under Sub. (1) or the permit revocation under Sub. (2).
- (5) After posting a stop work order under Sub. (1), the Building Inspector may issue a notice of intent to the responsible party of its intent to perform work necessary to comply with this ordinance. The Building Inspector or City Engineer may go on the land and commence the work after issuing the notice of intent. The costs of the work performed under this subsection by or at the direction of the Building Inspector or City Engineer, plus interest at the rate authorized by the Building Inspector or City Engineer shall be billed to the responsible party. In the event a responsible party fails to pay the amount due, the clerk shall enter the amount due on the tax rolls and collect as a special assessment against the property pursuant to Subch. VII of Ch. 66, Wis. Stats.
- (6) Any person violating any of the provisions of this ordinance shall be subject to a penalty as provided in §25.04 of this code and the costs of prosecution for each violation. Each day a violation exists shall constitute a separate offense.
- (7) Compliance with the provisions of this ordinance may also be enforced by injunction in any court with jurisdiction. It shall not be necessary to prosecute for forfeiture or a cease and desist order before resorting to injunctive proceedings.

14.31 APPEALS.

- (1) **BOARD OF ZONING APPEALS.** The board of zoning appeals created pursuant to Sec. 1.17 of the city's ordinance pursuant to §62.23(7)(e), Wis. Stats.:
 - (a) Shall hear and decide appeals where it is alleged that there is error in any order, decision or determination made by the Building Inspector or City Engineer in administering this ordinance except for cease and desist orders obtained under Sec. 14.30(3).
 - (b) Upon appeal, may authorize variances from the provisions of this ordinance which are not contrary to the public interest and where owing to special conditions a literal enforcement of the provisions of the ordinance will result in unnecessary hardship; and
 - (c) Shall use the rules, procedures, duties and powers authorized by statute in hearing and deciding appeals and authorizing variances.
- (2) **WHO MAY APPEAL.** Appeals to the Board of Zoning Appeals may be taken by any aggrieved person or by any office, department, board, or bureau of the City of Baraboo affected by any decision of the Building Inspector or City Engineer.

14.32 SEVERABILITY. If a court of competent jurisdiction judges any section, clause, provision, or portion of this ordinance unconstitutional or invalid, the remainder of the ordinance shall remain in force and not be affected by such judgment.

14.33 EFFECTIVE DATE. This ordinance shall be in force and effect from and after its adoption and publication. The above and foregoing ordinance was duly adopted by the Common Council of the City of Baraboo on the 25th day of August, 2015.

	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Average	Meter Size	Present Public Fire Protection	Present Private Fire Protection	Quarterly Bill Now	Proposed 3% Quarterly Charge less Proposed Fire Protection	Quarterly Increase	Proposed Public Fire Protection Increase	Proposed Private Fire Protection Increase	Total Quarterly Increase
	2014	2014	2014	2014										
Residential														
338 5th St	113	117	113	158	125	5/8"	287	0	\$ 43.36	\$ 44.57	\$ 1.21	\$ 0.09	\$ -	\$ 1.30
114 7th St	50	47	67	47	53	5/8"	287	0	\$ 31.90	\$ 32.77	\$ 0.87	\$ 0.09	\$ -	\$ 0.96
411 5th Ave	254	258	273	220	251	5/8"	287	0	\$ 63.27	\$ 65.08	\$ 1.81	\$ 0.09	\$ -	\$ 1.90
1220 Crestview	52	71	65	59	62	5/8"	287	0	\$ 33.33	\$ 34.24	\$ 0.91	\$ 0.09	\$ -	\$ 1.00
464 Russel	149	270	201	110	183	5/8"	287	0	\$ 52.41	\$ 53.89	\$ 1.49	\$ 0.09	\$ -	\$ 1.58
328 Mulberry	85	104	109	92	98	5/8"	287	0	\$ 38.98	\$ 40.06	\$ 1.08	\$ 0.09	\$ -	\$ 1.17
1516 Roblee	84	72	61	26	61	3/4"	287	0	\$ 33.17	\$ 34.08	\$ 0.91	\$ 0.09	\$ -	\$ 1.00
1721 Birch	17	24	37	17	24	5/8"	287	0	\$ 27.32	\$ 28.06	\$ 0.73	\$ 0.09	\$ -	\$ 0.82
888 Inoquios	171	135	146	116	142	5/8"	287	0	\$ 46.01	\$ 47.30	\$ 1.29	\$ 0.09	\$ -	\$ 1.38
1200 Walnut #5	49	51	55	50	51	5/8"	287	0	\$ 31.67	\$ 32.53	\$ 0.86	\$ 0.09	\$ -	\$ 0.95
427 Lake St	188	167	214	162	183	5/8"	287	0	\$ 52.44	\$ 53.93	\$ 1.49	\$ 0.09	\$ -	\$ 1.58
1100 Tandom Trl	164	185	211	165	181	3/4"	287	0	\$ 52.21	\$ 53.69	\$ 1.48	\$ 0.09	\$ -	\$ 1.57
1001 2nd Ave	112	98	105	104	105	5/8"	287	0	\$ 40.12	\$ 41.24	\$ 1.12	\$ 0.09	\$ -	\$ 1.21
1340 Silver Dr	25	24	24	22	24	5/8"	287	0	\$ 27.32	\$ 28.06	\$ 0.73	\$ 0.09	\$ -	\$ 0.82
824 6th St	155	158	196	180	172	5/8"	287	0	\$ 50.79	\$ 52.22	\$ 1.44	\$ 0.09	\$ -	\$ 1.53
Commercial														
1113 12th St	578	655	2111	508	963	1.5"	3322	0	\$ 228.80	\$ 234.69	\$ 5.89	\$ 1.00	\$ -	\$ 6.89
127 4th St	226	258	249	240	243	5/8"	664	0	\$ 65.77	\$ 67.55	\$ 1.77	\$ 0.20	\$ -	\$ 1.97
117 4th St	561	613	800	642	654	5/8"	664	0	\$ 123.42	\$ 126.93	\$ 3.51	\$ 0.20	\$ -	\$ 3.71
124 4th Ave	414	429	538	524	476	5/8"	664	0	\$ 99.96	\$ 102.76	\$ 2.80	\$ 0.20	\$ -	\$ 3.00
1215 8th St	4619	1706	2900	1664	2722	1.5"	3322	0	\$ 461.02	\$ 473.94	\$ 12.93	\$ 1.00	\$ -	\$ 13.92
701 Hwy 12	657	854	1787	762	1015	1.5"	3322	0	\$ 235.66	\$ 241.76	\$ 6.10	\$ 1.00	\$ -	\$ 7.09
Industrial														
801 Sauk	742	806	983	813	836	2"	5315	0	\$ 262.86	\$ 269.17	\$ 6.31	\$ 1.59	\$ -	\$ 7.91
801 Lynn	855	894	917	939	901	2"	5315	0	\$ 271.48	\$ 278.05	\$ 6.57	\$ 1.59	\$ -	\$ 8.17
1239 Sauk	167	185	285	161	200	1.5"	3322	0	\$ 123.45	\$ 126.16	\$ 2.71	\$ 1.00	\$ -	\$ 3.70
1060 Teel	17888	29005	24430	21614	23234	4"	16609	0	\$ 3,117.90	\$ 3,199.31	\$ 81.41	\$ 4.98	\$ -	\$ 86.39
Public Authority														
707 Center	693	584	202	551	508	1.5"	3322	0	\$ 168.67	\$ 172.74	\$ 4.07	\$ 1.00	\$ -	\$ 5.06
1531 Draper	2601	2103	689	1786	1795	1.5"	3322	0	\$ 338.59	\$ 347.80	\$ 9.22	\$ 1.00	\$ -	\$ 10.21
1000 Manchester	5065	6461	5375	4741	5411	2"	5315	0	\$ 848.74	\$ 872.42	\$ 23.68	\$ 1.59	\$ -	\$ 25.27
1006 Connie	1233	1241	1198	2129	1450	2"	5315	0	\$ 343.94	\$ 352.71	\$ 8.77	\$ 1.59	\$ -	\$ 10.36
RR Donnelley														
	981	1078	1447	1039	1136	1.5"	3322	0	\$ 251.67	\$ 258.25	\$ 6.58	\$ 1.00	\$ -	\$ 7.58
	9416	5346	6387	4851	6500	2"	5315	0	\$ 971.85	\$ 998.80	\$ 26.95	\$ 1.59	\$ -	\$ 28.54
	136196	125769	169819	127106	139723	4"	16609	0	\$ 16,281.07	\$ 16,711.95	\$ 430.88	\$ 4.98	\$ -	\$ 435.86
	744650	774418	720662	791929	757915	6"	33218	0	\$ 86,491.38	\$ 88,782.49	\$ 2,291.11	\$ 9.97	\$ -	\$ 2,301.08

Report Criteria:

Types Selected: Assistance Applieds, Billing Adjustments

Name	Customer Number	Type	Description	Amount	Service
Billing Adjustment					
07/24/2015					
BOYSA SOUTH POINT APTS	96-004800-02	BAAdj	REMOVE PN (BILL SENT TO WRONG	1.35 -	Multiple
HARRISON, TAFFY KAY	51-029000-00	BAAdj	REMOVE PN PER JMB	4.20 -	Multiple
SHERWIN WILLIAMS	88-075200-00	BAAdj	REMOVE PN(CHECK W/PUBLIC WOR	1.83 -	Multiple
Total 07/24/2015:				7.38 -	
07/27/2015					
HUEBING, NICHOLAS J	55-092000-00	BAAdj	REPAIRED TOILET LEAKING	133.58 -	Multiple
PARSONS, DAN	64-047000-00	BAAdj	REPAIRED LEAKY TOILET	134.88 -	Multiple
TARROLLY, TOM	57-113000-00	BAAdj	INSTALLED NEW TOILET	160.77 -	Multiple
Total 07/27/2015:				429.23 -	
07/29/2015					
LAKE, JOYCE	72-051000-00	BAAdj	REPLACED GUTS IN TOILET	47.83 -	Multiple
Total 07/29/2015:				47.83 -	
Total Billing Adjustment:				484.44 -	
Grand Totals:				484.44 -	

LOW RISK/HIGH FREQUENCY

BARABOO FIRE DEPARTMENT

POSITION DESCRIPTION



POSITION: DEPUTY FIRE CHIEF (Paid-per-call)

POSITION DESCRIPTION NO.: 400.02

EFFECTIVE DATE:

SUPERSEDES: 11/25/2003

REVIEWED/UPDATED: 07/30/2015

RESOLUTION NO.:

APPROVAL: 
Kevin G. Stieve, Fire Chief

General Purpose: This position exists to perform and/or supervise firefighting, fire prevention, emergency rescue or any other emergency incidents for service. Furthermore, this position involves the utilization of manpower, development and training of personnel, performance evaluation, organization morale, personnel safety, equipment maintenance and utilization, budget preparation, the enforcement of the codes and ordinances of the municipalities and the policies and guidelines of the Fire Department.

Supervision:

Received: The Deputy Fire Chief works within the Department organization for general day-to-day activities and during calls for service. This position reports to the Fire Chief.

Exercised: The Deputy Fire Chief performs supervisory duties as follows: Supervise and instruct subordinate personnel and allocate work assignments for Fire Department personnel, both fulltime and paid-per-call. During calls for service, work within the Department organization. In the absence of the Fire Chief, assume full command of the Department.

Essential Job Functions and Responsibilities: The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

1. Assist Fire Chief in administering the functions of planning, organizing, directing, coordinating, and controlling the operations and administration of the Department and its personnel.
2. Assist in supervising all fire prevention, public education, and rescue and fire suppression activities of the Department, as assigned.
3. Respond to fires and other emergency and non-emergency calls for service, determine what apparatus and equipment is needed, make decisions as to the best methods of controlling and extinguishing fires, and direct the work of Department members – establish Incident Command.
4. Assist in establishing minimum standards of training and technical competence for all Fire Department personnel.
5. Assist in developing rules, regulations, policies and standard operating guidelines governing both emergency and non-emergency operations of the Department and enforcement of same.
6. Evaluate Department personnel performance.
7. Assist in the investigation of fires and analyze findings to determine causes of fire.
8. Assist in the development and implementation of public safety education programs for civic, fraternal, educational, institutional, or industrial organizations or agencies.
9. Assist the training officers with planning, organizing, supervising, and coordinating Fire Department training programs.
10. Participate in Fire Department training sessions, schools, and conferences.
11. Prepare and maintain reports and records to include incident reports, investigative reports, and other required Department reports.
12. Participate in local, regional, state, and national conferences and seminars on fire administration, prevention, public education, and suppression to maintain a continuing level of professional and technical competence.

Deputy Fire Chief
Position Description # 400.02

13. Perform duties in conformance with Federal, State, County, and City Laws, Statutes, and Ordinances.
14. Have a thorough knowledge of Fire Department administration, fire prevention practices, firefighting techniques, training, and the scientific principles involved in fire suppression.
15. Have extensive knowledge of and skill in supervision of, the operation of various types of firefighting equipment and apparatus.
16. Obtain and practice positive public relations skills.
17. Possess knowledge of explosives, hazardous properties, and potential reactions of chemicals, liquids and gases, as well as be aware of the combustion qualities of materials used in the construction of commercial and residential structures.
18. Plan, assign, direct, and supervise firefighting equipment and personnel in emergency conditions.
19. Evaluate fires, recognize danger, use sound judgment, and react calmly in emergency conditions.
20. Know the community's geography, street locations, nature and location of hazardous premises, principal buildings, fire communications equipment, fire hydrants, and other water sources.
21. Have a thorough knowledge of the use of firefighting tools and equipment and an ability to demonstrate their use to others.
22. Have considerable knowledge of teaching methods and aids and be able to organize and supervise drill sessions and instruct personnel.
23. Know fire prevention codes and ordinances, fire hazards, and the methods and techniques of fire inspection and investigation.
24. Plan, coordinate, and supervise assignments within the Department.
25. Perform job analysis and evaluate Department operations.
26. Act as Chief of Department when required.
27. Perform duties of firefighter when required.
28. Perform other duties as required or assigned.

Desired Minimum Qualifications:

General:

1. Have a High School diploma or equivalent.
2. Has, at a minimum, attained the age of 18.
3. Have a valid Wisconsin Driver's License.
4. Able to obtain and/or perform the above listed Essential Job Functions and Responsibilities.

As a Driver/Operator: Any active employee of the Fire Department who will be driving any motor vehicle of the Baraboo Fire Department. The member must be either authorized or certified to drive or operate any Department vehicles.

As an Authorized Driver/Operator: Any active employee employed by the Baraboo Fire Department prior to April 1, 1991, who has the level of ability and training specified in writing from the Fire Chief.

Certified Driver/Operator: Any active employee who has successfully completed the State of Wisconsin Driver/Operator certification course or the approved Entry Level Driver/Operator course as specified in SPS 330.

5. Obey all traffic laws per WI Statute 346.03.
6. Complete the Baraboo Fire Department's Driver/Operator Program.
7. Possess a Wisconsin Firefighter Level II certification.
8. Possess Wisconsin Emergency Services Instructor I certification
9. Possess Wisconsin Fire Officer I and II certification.
10. Possess Incident Command System Training through ICS 400
11. A minimum of eight (8) years verifiable fire service experience with three (3) years supervisory experience on the Baraboo Fire Department is desired; however, other combinations of education, training and/or experience which can be demonstrated to result in the possession of the knowledge, skills, and abilities

Deputy Fire Chief
Position Description # 400.02

necessary to perform the duties of this position will also be considered.

Physical:

1. Operate and perform a variety of apparatus, equipment, and tools, including, but not limited to, fire engine, tanker, aerial platform, pumps, hoses, mechanic tools, self-contained breathing apparatus, Jaws of Life, climb aerial ladder and extension ladders, medical equipment, two-way radio, computer and telephone.
2. Distant visual acuity of at least 20/40 in each eye without corrective lenses or visual acuity separately corrected to 20/40 or better with corrective lenses, distant binocular acuity of at least 20/40 in both eyes with or without corrective lenses, field of vision of at least 70 degrees in the horizontal meridian in each eye, and the ability to recognize the colors of traffic signals and devices showing standard red, green, and amber.
3. First perceives a forced whisper in the better ear at not less than 5 feet with or without the use of a hearing aid or, does not have an average hearing loss in the better ear greater than 40 decibels at 500 Hz, 1,000 Hz, and 2,000 Hz with or without a hearing aid based on a test by an audiometric device.
4. Attend calls for service scenes and performs necessary duties.
5. Assign, instruct, and review the work of others.

Mathematical: Add, subtract, multiply, and divide, and perform calculations using decimals and percentages.

Language and Interpersonal Communication Abilities;

1. Express ideas clearly, concisely, orally, and in writing to groups and individuals
2. Establish and maintain effective working relations with Fire Department personnel, community officials, others outside of Department, and the general public to convey or exchange information, including giving assignments and/or directions to subordinates and receiving instructions from supervisors.
3. Comprehend and interpret a variety of documents such as fire incident reports, photographs, police reports, telephone messages, and other documents.
4. Prepare a variety of documents such as fire incident reports, conforming to all rules of punctuation, grammar, diction, and style.
5. Interpret and use hazardous materials standard operational guidelines, chemical reference materials, Environmental Protection Agency and Occupational Safety and Health materials, the NFPA standards, maps, and various policy and procedure manuals.

Education and Experience: See **Desired Minimum Qualifications** Section, above.

Special Requirements: See **Desired Minimum Qualifications** Section, above.

Tools and Equipment Used: See **Desired Minimum Qualifications** Section, above.

Physical Demands: See **Desired Minimum Qualifications** Section, above.

Work Environment: Work is performed in a fire station and at fires, rescues, or other scenes with corresponding hazards or where hazardous materials are present.

The Baraboo Fire Department is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Fire Department will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

Selection Guidelines: A formal application, rating of education and experience, oral interview, reference check, and job related tests may be required. The duties listed in this position description are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Deputy Fire Chief
Position Description # 400.02

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

The City of Baraboo is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

By signing below I have read, understand and had the opportunity to ask questions on the above Position Description. I further acknowledge that this signed copy will be located in my personnel file. A copy is also located in the Master Policy and Guideline Manual or on the City of Baraboo Website – Fire Department Section.

Signature

Print Name

Date

LOW RISK/HIGH FREQUENCY

BARABOO FIRE DEPARTMENT

POSITION DESCRIPTION



POSITION: ASSISTANT FIRE CHIEF - MAINTENANCE (Paid-On-Call)

POSITION DESCRIPTION NO.: 400.03

EFFECTIVE DATE:

SUPERSEDES: 11/25/2003

REVIEWED/UPDATED: 07/30/2015

RESOLUTION NO.:

APPROVAL: 
Kevin G. Stieve, Fire Chief

General Purpose: This position exists to perform and/or supervise firefighting, fire prevention, emergency rescue, or any other emergency incidents for service. Furthermore, this position involves the utilization of manpower, development, and training of personnel, performance evaluation, organization morale, and safety of personnel, equipment maintenance and utilization, budget preparation, the enforcement of the codes and ordinances of the municipalities, as well as the policies and guidelines of the Fire Department. In addition, the Assistant Fire Chief – Maintenance shall be responsible for the maintenance of all Fire Department equipment and apparatus, as required by applicable NFPA Standards and Wisconsin Administrative Code SPS 330.

Supervision:

Received: The Assistant Fire Chief – Maintenance works within the Department organization for general day-to-day activities, during calls for service and reports to the Fire Chief.

Exercised: The Assistant Fire Chief – Maintenance performs supervisory duties as follows: supervise and instruct subordinate personnel and allocate work assignments for Fire Department personnel, both fulltime and paid-per-call. During calls for service will work within the department organization. In the absence of the Fire Chief and Deputy Fire Chief, shall assume full command of the Department.

Essential Job Functions and Responsibilities: The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

1. Assist the Fire Chief in administering the functions of planning, organizing, directing, coordinating, and controlling the operations and administration of the Department and its personnel.
2. Assist in supervising all fire prevention, public education, rescue, and fire suppression activities of the Department as assigned.
3. Respond to fires and other emergency and non-emergency calls for service, determine what apparatus and equipment is needed, make decisions as to the best methods of controlling and extinguishing fires, and direct the work of Department members – establish Incident Command.
4. Assist in establishing minimum standards of training and technical competence for all Fire Department personnel.
5. Assist in developing rules, regulations, policies and standard operating guidelines governing both emergency and non-emergency operations of the Department and enforcement of same.
6. Assist in evaluating Department personnel performance.
7. Assist in the investigation of fires and analyze findings to determine causes of fire.
8. Assist in development and implementation of public safety education programs for civic, fraternal, educational, institutional, or industrial organizations or agencies.
9. Assist in developing minimum standards of training and technical competence for Fire Department personnel.
10. Organize, deliver, and coordinate fire department training using appropriate teaching methods and aids as assigned.
11. Prepare and maintain current hard copy and computer files of all maintenance records of equipment and apparatus and ensure that all applicable equipment and apparatus maintain current certifications.
12. Determine the need for new equipment and apparatus; evaluate new equipment and apparatus designs,

Assistant Fire Chief - Maintenance
Position Description # 400.05

- techniques, methods, and procedures. Prepare and maintain budget and procurement procedures according to Department policy regarding maintenance items.
12. Evaluate, coordinate and/or perform apparatus, equipment, and facility repairs and maintenance duties; complete maintenance/repair reports; complete inspection forms; and order necessary repair parts for apparatus and equipment.
 13. Schedule and conduct special courses for Fire Department personnel.
 14. Assist training officers with planning, organizing, supervising, and coordinating the Fire Department training program.
 15. Participate in Fire Department training sessions, schools, and conferences.
 16. Prepare and maintain reports and records to include incident reports, investigative reports, and other Department reports as required.
 17. Participate in local, regional, state and national conferences and seminars on fire administration, prevention, public education, and suppression to maintain a continuing level of professional and technical competence.
 18. Perform duties in conformance with Federal, State, County, and City Laws, Statutes, and Ordinances.
 19. Obtain a thorough knowledge of Fire Department administration, fire prevention practices, fire fighting techniques, training, and scientific principles involved in fire suppression.
 20. Extensive knowledge of and skill in supervision of the operation of various types of firefighting equipment and apparatus.
 21. Obtain and practice positive public relations skills.
 22. Possess knowledge of explosives, hazardous properties, and potential reactions of chemicals, liquids and gases, as well as the combustion qualities of materials used in the construction of commercial and residential structures.
 23. Plan, assign, direct, and supervise firefighting equipment and personnel in emergency conditions.
 24. Evaluate fires, recognize danger, use sound judgment and react calmly in emergency conditions.
 25. Know the community's geography, street locations, nature and location of hazardous premises, principal buildings, fire communications equipment, fire hydrants, and other water sources.
 26. Know about the use of firefighting tools and equipment and be able to demonstrate their use.
 27. Have a thorough knowledge of fire prevention codes and ordinances, fire hazards, methods, and techniques of fire inspection and investigation.
 28. Act as Chief of Department when required.
 29. Perform duties of firefighter when required.
 30. Perform other duties as required.

Desired Minimum Qualifications:

General:

1. Have a High School diploma or equivalent.
2. Has, at a minimum, attained the age of 18.
3. Possess a valid Wisconsin Driver's License.
4. Perform the above listed essential Job Functions and Responsibilities.

As a Driver/Operator – Any active employee of the Fire Department who will be driving any motor vehicle of the Baraboo Fire Department. The member must be either authorized or certified to drive or operate any Department vehicles.

As an Authorized Driver/Operator: Any active employee employed by the Fire Department prior to April 1, 1991, who has their level of ability and training specified in writing from the Fire Chief.

As a Certified Driver/Operator: Any active employee who has successfully completed the State of Wisconsin Driver/Operator certification course or the Department of Commerce approved Entry Level Driver/Operator

course.

5. Obey all traffic laws per WI Statute 346.03.
6. Complete Baraboo Fire Department Driver/Operator Program.
7. Possess a Wisconsin Firefighter Level II certification.
8. Possess Wisconsin Emergency Services Instructor I certification
9. Possess Wisconsin Fire Officer I and II certification
10. Possess Incident Command System Training through ICS 400
11. A minimum of five (5) years verifiable fire service experience with three (3) years supervisory on the Baraboo Fire Department is desired; however, other combinations of education, training and/or experience which can be demonstrated to result in the possession of the knowledge, skills, and abilities necessary to perform the duties of this position will also be considered.

Physical:

1. Operate a variety of apparatus, equipment and tools, including, but not limited to, fire engine, tanker, aerial platform, pumps, and hoses, mechanic tools, self-contained breathing apparatus, Jaws of Life, climb aerial ladder, and raise and climb extension ladders, medical equipment, two-way radio, computer, and telephone.
2. Distant visual acuity of at least 20/40 in each eye without corrective lenses or visual acuity separately corrected to 20/40 or better with corrective lenses, distant binocular acuity of at least 20/40 in both eyes with or without corrective lenses, field of vision of at least 70 degrees in the horizontal meridian in each eye, and the ability to recognize the colors of traffic signals and devices showing standard red, green and amber.
3. First perceives a forced whisper in the better ear at not less than 5 feet with or without the use of a hearing aid or, does not have an average hearing loss in the better ear greater than 40 decibels at 500 Hz, 1,000 Hz and 2,000 Hz with or without a hearing aid based on a test by an audiometric device.
4. Attend calls for service scenes and perform necessary duties.
5. Assign, instruct, and review the work of others.

Mathematical: Able to add, subtract, multiply, divide; perform calculations using decimals and percentages.

Language and Interpersonal Communication Abilities:

1. Express ideas clearly, concisely, orally, and in writing to groups and individuals
2. Establish and maintain effective working relations with Fire Department personnel, community officials, others outside of Department, and the general public to convey or exchange information, including giving assignments and/or directions to subordinates and receiving instructions from supervisors.
3. Comprehend and interpret a variety of documents such as fire incident reports, photographs, police reports, telephone messages, and other documents.
4. Prepare a variety of documents such as fire incident reports conforming to all rules of punctuation, grammar, diction, and style.
5. Interpret and use hazardous materials standard operational guidelines, chemical reference materials, Environmental Protection Agency and Occupational Safety and Health materials, the NFPA standards, maps, and various policy and procedure manuals.

Education and Experience: See **Desired Minimum Qualifications** Section, above.

Special Requirements: See **Desired Minimum Qualifications** Section, above.

Tools and Equipment Used: See **Desired Minimum Qualifications** Section, above.

Physical Demands: See **Desired Minimum Qualifications** Section, above.

**Assistant Fire Chief - Maintenance
Position Description # 400.05**

Work Environment: Work is performed in a fire station and at fire, rescue, hazardous materials or other scenes with corresponding hazards.

Selection Guidelines: A formal application, rating of education and experience, oral interview, reference check, and job related tests may be required. The duties listed in this position description are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

The Baraboo Fire Department is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Fire Department will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

By signing below I have read, understand and had the opportunity to ask questions on the above Position Description. I further acknowledge that this signed copy will be located in my personnel file. A copy is also located in the Master Policy and Guideline Manual or on the City of Baraboo Website – Fire Department Section.

Signature

Print Name

Date

LOW RISK/HIGH FREQUENCY

BARABOO FIRE DEPARTMENT

POSITION DESCRIPTION



POSITION: ASSISTANT FIRE CHIEF - TRAINING (Paid-per-call)

POSITION DESCRIPTION NO.: 400.04

EFFECTIVE DATE:

SUPERSEDES: 11/25/2003

REVIEWED/UPDATED: 07/30/2015

RESOLUTION NO.:

APPROVAL: 
Kevin G. Stieve, Fire Chief

General Purpose: This position exists to perform and/or supervise firefighting, fire prevention, emergency rescue or any other emergency incidents for service. This position also involves the utilization of manpower, development, and performance evaluation, organization morale, and safety of personnel, equipment maintenance and utilization, budget preparation, the enforcement of the codes and ordinances of the municipalities, as well as Fire Department policies and guidelines. In addition, this position shall be responsible for the planning, organizing, and overall coordination of fire department training and act in the Safety Position, as required by Wisconsin Administrative Code SPS 330 and adopted and/or recommended National Fire Protection Association (NFPA) Codes and Standard

Supervision:

Received: The Assistant Fire Chief – Training and Safety works within the Department organization for general day-to-day activities and during calls for service. Reports to the Fire Chief.

Exercised: The Assistant Fire Chief – Training and Safety performs supervisory duties as follows: supervise and instruct subordinate personnel and allocate work assignments for Fire Department personnel both fulltime and paid-on-call. During calls for service, will work within the Department organization. In the absence of the Fire Chief and Deputy Fire Chief, incumbent assumes full command of Department.

Essential Job Functions and Responsibilities: The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

1. Assist Fire Chief in administering the functions of planning, organizing, directing, coordinating, and controlling the operations and administration of the Department and its personnel.
2. Assist in supervising all fire prevention, public education, rescue, and fire suppression activities of the Department as assigned.
3. Respond to fires and other emergency and non-emergency calls for service, determining what apparatus and equipment is needed, making decisions as to the best methods of controlling and extinguishing fires and direct the work of Department members– establish Incident Command.
4. Assist in establishing minimum standards of training and technical competence for all Fire Department personnel.
5. Assist in developing rules, regulations, and standard operating guidelines governing both emergency and non-emergency operations of the Department and enforcement of same.
6. Assist in evaluating Department personnel performance.
7. Assist in the investigation of fires and analyze findings to determine causes of fire.
8. Assist in the development and implementation of public safety education programs for civic, fraternal, educational, institutional, or industrial organizations or agencies.
9. Assist in developing minimum standards of training and technical competence for Fire Department personnel.
10. Plan, organize, deliver, and coordinate Fire Department training programs.
11. Prepare and maintain current hard copy and computer files of all lesson plans, training records, and ensure that all members maintain current certifications.
12. Determine need for new training material; evaluate new techniques, methods and procedures. Prepare and maintain budget and procurement procedures according to Department policy regarding training items.

13. Have considerable knowledge of teaching methods and aids. Organize and supervise training sessions as required.
14. Schedule and conduct special courses for Fire Department personnel.
15. Assist in training officers with planning, organizing, supervising, and coordinating Fire Department training programs.
16. Participate in Fire Department training sessions, schools, and conferences.
17. Prepare and maintain reports and records to include incident reports, investigative reports, and other Department reports.
18. Participate in local, regional, state, and national conferences and seminars on fire administration, prevention, public education and suppression to maintain a continuing level of professional and technical competence.
19. Perform duties in conformance with Federal, State, County, and City Laws, Statutes, and Ordinances.
20. Obtain a thorough knowledge of Fire Department administration, fire prevention practices, firefighting techniques, training, and scientific principles involved in fire suppression.
21. Have extensive knowledge of and skill in supervision of the operation of various types of firefighting equipment and apparatus.
22. Obtain and practice positive public relations skills.
23. Possess knowledge of explosives, hazardous properties, and potential reactions of chemicals, liquids and gases, as well as the combustion qualities of materials used in the construction of commercial and residential structures.
24. Plan, assign, direct, and supervise firefighting equipment and personnel in emergency conditions.
25. Evaluate fires, recognize danger, use sound judgment and react calmly in emergency conditions.
26. Know the community's geography, street locations, nature and location of hazardous premises, principal buildings, fire communications equipment, fire hydrants, and other water sources.
27. Have a thorough knowledge of the use of firefighting tools and equipment and be able to demonstrate their use to others.
28. Have a thorough knowledge of fire prevention codes and ordinances, fire hazards, methods, and techniques of fire inspection and investigation.
29. Plan, coordinate, and supervise assignments within the Department.
30. Perform job analysis and evaluate Department operations.
31. Lead the fire department health and safety committee
32. Act as Chief of Department when required.
33. Perform duties of firefighter when required.
34. Perform other duties as required.

Desired Minimum Qualifications:

General:

1. Have a High School diploma or equivalent.
2. Has, at a minimum, attained the age of 18.
3. Possess a valid Wisconsin Driver's License.
4. Obtain/perform the above listed essential Job Functions and Responsibilities.

As a Driver/Operator: Any active employee of the Fire Department who will be driving any motor vehicle of the Baraboo Fire Department. The member must be either authorized or certified to drive or operate any Department vehicles.

As Authorized Driver/Operator: Any active employee employed by the Fire Department prior to April 1, 1991, who has their level of ability and training specified in writing from the Fire Chief.

As a Certified Driver/Operator: Any active employee who has successfully completed the State of Wisconsin Driver/Operator certification course or the Department of Commerce approved Entry Level Driver/Operator

course.

5. Obey all traffic laws per WI Statute 346.03.
6. Complete Baraboo Fire Department Driver/Operator Program.
7. Possess a Wisconsin Firefighter Level II certification.
8. Possess Wisconsin Emergency Services Instructor I certification
9. Possess Wisconsin Fire Officer I and II certification
10. Possess Incident Command System Training through ICS 400
11. A minimum of five (5) years verifiable fire service experience with three (3) years supervisory on the Baraboo Fire Department is desired; however, other combinations of education, training and/or experience which can be demonstrated to result in the possession of the knowledge, skills, and abilities necessary to perform the duties of this position will also be considered.

Physical:

1. Operate a variety of apparatus, equipment and tools, including, but not limited to, fire engine, tanker, aerial platform, pumps, and hoses, mechanic tools, self-contained breathing apparatus, Jaws of Life, climb aerial ladder and raise and climb extension ladders, medical equipment, two-way radio, computer, and telephone.
2. Distant visual acuity of at least 20/40 in each eye without corrective lenses or visual acuity separately corrected to 20/40 or better with corrective lenses, distant binocular acuity of at least 20/40 in both eyes with or without corrective lenses, field of vision of at least 70 degrees in the horizontal meridian in each eye, and the ability to recognize the colors of traffic signals and devices showing standard red, green and amber.
3. First perceives a forced whisper in the better ear at not less than 5 feet with or without the use of a hearing aid or, does not have an average hearing loss in the better ear greater than 40 decibels at 500 Hz, 1,000 Hz and 2,000 Hz with or without a hearing aid based on a test by an audiometric device.
4. Attend calls for service scenes and perform necessary duties.
5. Able to assign, instruct, and review the work of others.

Mathematical: Add, subtract, multiply, divide; perform calculations using decimals and percentages.

Language and Interpersonal Communication Abilities:

1. Express ideas clearly, concisely, orally, and in writing to groups and individuals.
2. Establish and maintain effective working relations with Fire Department personnel, community officials, others outside of Department, and general public to convey or exchange information including, giving assignments and/or directions to subordinates and receiving instructions from supervisors.
3. Comprehend and interpret a variety of documents such as fire incident reports, photographs, police reports, telephone messages, and other documents.
4. Prepare a variety of documents such as fire incident reports conforming to all rules of punctuation, grammar, diction, and style.
5. Interpret and use hazardous materials standard operational guidelines, chemical reference materials, Environmental Protection Agency and Occupational Safety and Health materials, the NFPA standards, maps, and various policy and procedure manuals.

Education and Experience: See **Desired Minimum Qualifications** Section, above.

Special Requirements: See **Desired Minimum Qualifications** Section, above.

Tools and Equipment Used: See **Desired Minimum Qualifications** Section, above.

Physical Demands: See **Desired Minimum Qualifications** Section, above.

Work Environment: Work is performed in a fire station and at fire, rescue, hazardous materials or other scenes with corresponding hazards.

Selection Guidelines: A formal application, rating of education and experience, oral interview, reference check, and job related tests may be required. The duties listed in this position description are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

The Baraboo Fire Department is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Fire Department will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

By signing below I have read, understand and had the opportunity to ask questions on the above Position Description. I further acknowledge that this signed copy will be located in my personnel file. A copy is also located in the Master Policy and Guideline Manual or on the City of Baraboo Website – Fire Department Section.

Signature

Print Name

Date

LOW RISK/HIGH FREQUENCY

BARABOO FIRE DEPARTMENT

POSITION DESCRIPTION



POSITION: CAPTAIN (Paid-per-call)

POSITION DESCRIPTION NO.: 400.05

EFFECTIVE DATE:

SUPERSEDES: 11/25/2003

REVIEWED/UPDATED: 07/30/2015

RESOLUTION NO.:

APPROVAL: 
Kevin G. Stieve, Fire Chief

General Purpose: This position requires incumbent to supervise the activities of a fire company in the station and at fires and other emergency and non-emergency activities. It also requires responsibility for the proper operation and maintenance of the apparatus, equipment, and fire station. Staff responsibilities as assigned by the Fire Chief are also a requirement of this position.

Captains perform a wide variety of firefighting and related duties, including but not limited to, preparation of required reports and records, ensuring compliance with apparatus and equipment maintenance policies, supervising firefighting and rescue operations, maintaining operational efficiency of their crews through participation in departmental training programs and company drills, enforcement of discipline and the rules and regulations of the Fire Department.

Supervision:

Received: A Captain works within the department's organization for general day-to-day activities and during calls for service. This position reports to Assistant Chiefs, the Deputy Chief, and the Fire Chief.

Exercised: A Captain performs supervisory duties as follows: supervise and instruct subordinate personnel and allocate work assignments for Fire Department personnel. During calls for service, work within the Department organization.

Essential Job Functions and Responsibilities: The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

1. Respond to fire and emergency alarms, advises driver/operator concerning route to follow, evaluate emergency, and establish Incident Command and direct company operations for initial scene operations
2. Direct and assist the work of subordinates at the scene of a fire or other call for service and at the station, unless relieved by a superior officer.
3. Assume the role of Incident Commander when necessary for efficient and safe emergency scene operations.
4. As an emergency scene Incident Commander, implement and coordinate a formal incident management system, emphasizing firefighter and civilian safety.
5. Inspect apparatus, equipment, grounds, and station to ensure proper order and condition.
6. Prepare written or computerized records and reports of company responses to fires or other calls for service; personnel actions, and such other information as may be required.
7. Maintain discipline and adherence to the rules and regulations of the policies and standard operating guidelines of the Department.
8. Make recommendations regarding the need for specialized apparatus and equipment.
9. Conduct formal incident critiques after significant emergencies for improving proficiency.
10. Assist in development and maintenance of target hazard pre-plans and map books.
11. Assist in training department personnel, using lecture, practical performance, and demonstration methods
12. Have considerable knowledge of teaching methods and aids.
13. Assist in the preparation of the Fire Department budget.
14. Assist in development of policies and standard operating guidelines governing both emergency and non-emergency operations of the Department.

Captain
Position Description # 400.05

15. Know the geography of the area covered by the Fire Department, street locations, the nature and location of hazardous premises, principal buildings, fire alarm reporting equipment, and hydrant or other water source locations.
16. Know how to use firefighting apparatus and tools and be able to demonstrate their use to others.
17. Know the principles and practices of fire prevention and suppression and be able to apply them.
18. Evaluate fires, recognize danger, and take the necessary action to protect lives and property.
19. Express ideas clearly, concisely, orally and in writing to groups and individuals.
20. Maintain discipline among subordinates in the Department.
21. Recognize signs and symptoms of unsafe building conditions under fire conditions and when interior operations should cease.
22. Know fire ground strategic priorities and when it is appropriate to use either offensive or defensive modes of attack.
23. Recognize the need and take appropriate action when mutual aid support is needed on the scene.
24. Develop and coordinate continual work with useable target hazard pre-plans and map books.
25. Assume and carry out staff responsibilities as assigned by the Fire Chief
26. Act as Chief of Department when required.
27. Perform duties of firefighter when required.
28. Perform other duties as required

Desired Minimum Qualifications:

General:

1. Have a High School diploma or equivalent.
2. Has, at a minimum, attained the age of 18.
3. Possess a valid Wisconsin Driver's License.
4. Obtain/perform the above listed essential Job Functions and Responsibilities.

As a Driver/Operator: Any active employee of the Fire Department who will be driving any motor vehicle of the Baraboo Fire Department. The member must be either authorized or certified to drive or operate any Department vehicles.

As Authorized Driver/Operator: Any active employee employed by the Fire Department prior to April 1, 1991, who has their level of ability and training specified in writing from the Fire Chief.

As a Certified Driver/Operator: Any active employee who has successfully completed the State of Wisconsin Driver/Operator certification course or the Department of Commerce approved Entry Level Driver/Operator course.

5. Obey all traffic laws per WI Statute 346.03.
6. Complete the Baraboo Fire Department Driver/Operator Program.
7. Possess a Wisconsin Firefighter Level II certification.
8. Possess Wisconsin Emergency Services Instructor I certification
9. Possess Wisconsin Fire Officer I and II certification
10. A minimum of three (3) years verifiable fire service experience with two (2) years supervisory experience on the Baraboo Fire Department is desired; however, other combinations of education, training and/or experience which can be demonstrated to result in the possession of the knowledge, skills, and abilities necessary to perform the duties of this position will also be considered.

Physical:

1. Operate a variety of apparatus, equipment, and tools including, but not limited to, fire engine, tanker, aerial platform, pumps, hoses, mechanic tools, self-contained breathing

Captain
Position Description # 400.05

- apparatus, jaws of life, climb aerial ladder and raise and climb extension ladders, medical equipment, two-way radio, computer, and a telephone.
2. Distant visual acuity of at least 20/40 in each eye without corrective lenses or visual acuity separately corrected to 20/40 or better with corrective lenses, distant binocular acuity of at least 20/40 in both eyes with or without corrective lenses, field of vision of at least 70 degrees in the horizontal meridian in each eye, and the ability to recognize the colors of traffic signals and devices showing standard red, green and amber.
 3. First perceives a forced whisper in the better ear at not less than 5 feet with or without the use of a hearing aid or, does not have an average hearing loss in the better ear greater than 40 decibels at 500 Hz, 1,000 Hz and 2,000 Hz with or without a hearing aid based on a test by an audiometric device.
 4. Attend calls for service scenes and performs necessary duties.
 5. Assign, instruct, and review the work of others.

Mathematical: Add, subtract, multiply, divide; perform calculations using decimals and percentages.

Language and Interpersonal Communication Abilities:

1. Express ideas clearly, concisely, orally, and in writing to groups and individuals
2. Establish and maintain effective working relations with Fire Department personnel, community officials, others outside of Department, and the general public to convey or exchange information including giving assignments and/or directions to subordinates and receiving instructions from supervisors.
3. Comprehend and interpret a variety of documents, such as fire incident reports, photographs, police reports, telephone messages, and other documents.
4. Prepare a variety of documents such as fire incident reports, conforming to all rules of punctuation, grammar, diction, and style.
5. Interpret and use hazardous materials standard operational guidelines, chemical reference materials, Environmental Protection Agency and Occupational Safety and Health materials, the NFPA standards, maps, and various policy and procedure manuals.

Education and Experience: See **Desired Minimum Qualifications** Section, above.

Special Requirements: See **Desired Minimum Qualifications** Section, above.

Tools and Equipment Used: See **Desired Minimum Qualifications** Section, above.

Physical Demands: See **Desired Minimum Qualifications** Section, above.

Work Environment: Work is performed in a fire station and at fires, rescues, or other scenes with corresponding hazards, or where hazardous materials are present.

Selection Guidelines: A formal application, rating of education and experience, oral interview, reference check, and job related tests may be required. The duties listed in this position description are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

The Baraboo Fire Department is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Fire Department will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with

Captain
Position Description # 400.05

the employer.

By signing below I have read, understand and had the opportunity to ask questions on the above Position Description. I further acknowledge that this signed copy will be located in my personnel file. A copy is also located in the Master Policy and Guideline Manual or on the City of Baraboo Website – Fire Department Section.

Signature

Print Name

Date

LOW RISK/HIGH FREQUENCY

BARABOO FIRE DEPARTMENT

POSITION DESCRIPTION



POSITION: LIEUTENANT (Paid-per-call)

POSITION DESCRIPTION NO.: 400.06

EFFECTIVE DATE:

SUPERSEDES: 11/25/2003

REVIEWED/UPDATED: 07/30/2015

RESOLUTION NO.:

APPROVAL: 
Kevin G. Stieve, Fire Chief

General Purpose: This position requires incumbent to supervise the activities of a fire company in the station and at fires and other emergencies. It also requires responsibility for the proper operation and maintenance of the apparatus, equipment, and fire station. Staff responsibilities, as assigned by the Fire Chief, are also a requirement of this position.

Lieutenants perform a wide variety of firefighting and related duties, including but not limited to, preparation of required reports and records, ensuring compliance with apparatus and equipment maintenance policies, supervising firefighting and rescue operations, maintaining operational efficiency of their crews through participation in departmental training programs and company drills, enforcement of discipline and the rules and regulations of the Fire Department.

Supervision

Received: A Lieutenant works within the Department organization for general day-to-day activities and during calls for service. This position, depending on situation, reports to a Captain, Assistant Chief(s), Deputy Chief and the Fire Chief.

Exercised: A Lieutenant performs supervisory duties as follows: supervise and instruct subordinate personnel and allocate work assignments for fire department personnel. During calls for service, work within the Department organization.

Essential Job Functions and Responsibilities: The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

1. Respond to fire and emergency alarms, advise driver/operator concerning route to follow, evaluate emergency, establish Incident Command, and direct company operations for initial attack.
2. Direct and assist the work of subordinates at the scene of a fire or other call for service and at the station, unless relieved by a superior officer.
3. Assume the role of Incident Commander when necessary for efficient and safe emergency scene operations.
4. As an emergency scene Incident Commander, implement and coordinate a formal incident management system, emphasizing firefighter and civilian safety.
5. Inspect apparatus, equipment, grounds, and station to ensure proper order and condition.
6. Prepare written or computerized records and reports of company responses to fires or other calls for service; personnel actions, and such other information as may be required.
7. Maintain discipline and adherence to the rules and regulations of the policies and standard operating guidelines of the Department.
8. Make recommendations regarding the need for specialized apparatus and equipment.
9. Participate and assist in formal incident critiques after significant emergencies for improving proficiency.
10. Assist in the development and maintenance of target hazard pre-plans and map books.
11. Assist in training department personnel, using lecture, practical performance, and demonstration methods
12. Have considerable knowledge of teaching methods and aids.

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13. Assist in preparation of the Fire Department budget.
14. Assist in development of policies and standard operating guidelines governing both emergency and non-emergency operations of the Department.
15. Know the geography of the area covered by the Fire Department, street locations, the nature and location of hazardous premises, principal buildings, fire alarm reporting equipment, and hydrant or other water source locations.
16. Use firefighting apparatus and tools and be able to demonstrate their use to others.
17. Know the principles and practices of fire prevention and suppression and be able to apply them.
18. Evaluate fires, recognize danger, and take the necessary action to protect lives and property.
19. Maintain discipline among subordinates in the Department.
20. Recognize signs and symptoms of unsafe building conditions under fire conditions and when interior operations cease.
21. Know fire ground strategic priorities and when it is appropriate to use either offensive or defensive modes of attack.
22. Recognize the need and take appropriate action when mutual aid support is needed on the scene.
23. Develop and coordinate continual work with useable target hazard pre-plans and map books.
24. Assume and carry out staff responsibilities as assigned by the Fire Chief.
25. Act as a superior officer when required.
26. Perform duties of firefighter when required.
27. Perform other duties as required.

Desired Minimum Qualifications:

General:

1. Have a High School diploma or equivalent.
2. Has, at a minimum, attained the age of 18.
3. Possess a valid Wisconsin Driver's License.
4. Able to obtain/perform the above listed essential Job Functions and Responsibilities.

As a Driver/Operator: Any active employee of the Fire Department who will be driving any motor vehicle of the Baraboo Fire Department. The member must be either authorized or certified to drive or operate any Department vehicles.

As an Authorized Driver/Operator: Any active employee employed by the Baraboo Fire Department prior to April 1, 1991, who has the level of ability and training specified in writing from the Fire Chief.

As a Certified Driver/Operator: Any active employee who has successfully completed the State of Wisconsin Driver/Operator certification course or the Department of Commerce approved Entry Level Driver/Operator course.

5. Obey all traffic laws per WI Statute 346.03.
6. Complete the Baraboo Fire Department Driver/Operator Program.
7. Possess Wisconsin Firefighter II certification
8. Possess Wisconsin Emergency Services Instructor I certification
9. Possess Wisconsin Fire Officer I certification
10. Incident Command System Training Certification through ICS 400
11. A minimum of three (3) years verifiable fire service experience with two (2) years of employment with the Baraboo Fire Department is desired; however, other combinations of education, training and/or experience which can be demonstrated to result in the possession of the knowledge, skills, and abilities necessary to perform the duties of this position will also be considered.

Physical:

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1. Operate a variety of apparatus, equipment and tools, including but not limited to, fire engine, tanker, aerial platform, pumps, hoses, mechanic tools, self-contained breathing apparatus, jaws of life, climb aerial ladder and raise and climb extension ladders, medical equipment, two-way radio, computer, and telephone.
2. Distant visual acuity of at least 20/40 in each eye without corrective lenses or visual acuity separately corrected to 20/40 or better with corrective lenses, distant binocular acuity of at least 20/40 in both eyes with or without corrective lenses, field of vision of at least 70 degrees in the horizontal meridian in each eye, and the ability to recognize the colors of traffic signals and devices showing standard red, green and amber.
3. First perceives a forced whisper in the better ear at not less than 5 feet with or without the use of a hearing aid or, does not have an average hearing loss in the better ear greater than 40 decibels at 500 Hz, 1,000 Hz and 2,000 Hz with or without a hearing aid based on a test by an audiometric device.
4. Attend calls for service scenes and perform necessary duties.
5. Assign, instruct, and review the work of others.

Mathematical: Add, subtract, multiply, divide; perform calculations using decimals and percentages.

Language and Interpersonal Communication Abilities:

1. Express ideas clearly, concisely, orally, and in writing to groups and individuals
2. Establish and maintain effective working relations with Fire Department personnel, community officials, others outside of department, and the general public to convey or exchange information, including giving assignments and/or directions to subordinates and receiving instructions from supervisors.
3. Comprehend and interpret a variety of documents, such as fire incident reports, photographs, police reports, telephone messages, and other documents.
4. Prepare a variety of documents such as fire incident reports, conforming to all rules of punctuation, grammar, diction, and style.
5. Interpret and use hazardous materials standard operational guidelines, chemical reference materials, the NFPA standards, maps, and various policy and procedure manuals.

Education and Experience: See **Desired Minimum Qualifications** Section, above.

Special Requirements: See **Desired Minimum Qualifications** Section, above.

Tools and Equipment Used: See **Desired Minimum Qualifications** Section, above.

Physical Demands: See **Desired Minimum Qualifications** Section, above.

Work Environment: Work is performed in a fire station and at fires, rescues, or other scenes with corresponding hazards, or where hazardous materials are present.

Selection Guidelines: A formal application, rating of education and experience, oral interview, reference check, and job related tests may be required. The duties listed in this position description are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

The Baraboo Fire Department is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Fire Department will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

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Position Description # 400.06

By signing below I have read, understand and had the opportunity to ask questions on the above Position Description. I further acknowledge that this signed copy will be located in my personnel file. A copy is also located in the Master Policy and Guideline Manual or on the City of Baraboo Website – Fire Department Section.

Signature

Print Name

Date

**Baraboo Police Department
Monthly Activity Report
June 2015**

Calls for Service	Current Month	Current Year to Date	Prior Year to Date	Change	Percentage Change
Burglaries	3	21	19	2	10.53%
Thefts	38	248	191	57	29.84%
Criminal Damage	5	36	32	4	12.50%
Assist other agencies	78	385	405	-20	-4.94%
Assists - West Baraboo	10	32	26	6	23.08%
Animal Complaints	27	142	137	5	3.65%
Total of all Calls	842	4,579	4,927	-348	-7.06%

Traffic Crashes

Total Traffic Crashes	30	144	148	-4	-2.70%
Persons Killed	0	0	0	0	0.00%
Persons Injured	10	29	20	9	45.00%
Pedestrians Injured	0	0	0	0	0.00%

Enforcement Activity

Adult Notices of Appearance	88	489	548	-59	-10.77%
Drug Charges	12	60	117	-57	-48.72%
Traffic Citations	367	2105	3,635	-1530	-42.09%
OWI Arrests	7	35	80	-45	-56.25%
Seatbelt Violations	31	189	354	-165	-46.61%
Traffic Warnings	134	991	1,556	-565	-36.31%
Juvenile Offenses	31	241	222	19	8.56%
Curfew Violations	10	11	16	-5	-31.25%
Underage Alcohol Citations	11	30	36	-6	-16.67%
Parking Citations	129	1,579	640	939	146.72%

Fines and Fees

Court Fines	\$3,345.97	\$30,903.07	\$34,352.79	-\$3,449.72	-10.04%
Parking Fines	\$2,135.91	\$28,331.41	\$15,535.00	\$12,796.41	82.37%
Police Department Fees	\$335.62	\$1,158.64	\$334.40	\$824.24	246.48%



POLICE LINE

The Baraboo Police Department Newsletter

July 2015

From the Chief

It seems that we are so focused these days on the now and what's next that we forget to look back. We forget to take a moment to remember where we came from and what made us who and what we are today, both as individuals and as an agency.

What we are today as an agency and as individuals is because of someone else. As we read this newsletter, let's as a whole take a moment to remember and say thank you.

The City of Baraboo has had 20 Chiefs of Police in its 100 plus years of having a sworn police department, and just under 200 employees. Every one of these men and women has made a contribution to where we are today. More important, they have made a contribution to the community of Baraboo and have influenced the level of service that we provide to the community.

Things change, and if we do not change with them we will fail. However, I believe we also fail if we do not remember the work and effort of those who have come before us. We must continue forward in the effort to make our community the best it can be.

Anniversaries

In July, we celebrate the anniversary of Captain Rob Sinden, 23 years; School Resource Officer Ruth Browning, 21 years.

New Officers

We are adding two new officers to our ranks this month. Brian Voltz starts as an officer on July 20 and Nick Burch starts on July 27. Brian worked previously for the Sauk County Sheriff's Office in the jail and several years for the City of Monona.



Brian Voltz next to a BPD squad

Nick has no previous experience as a police officer. He has lived in Baraboo for several years and has family in law enforcement in the area. Please welcome both officers. This also brings our staffing closer to our full complement of 28 officers. We still have two openings we are working on filling.

Equipment Profile

This month's equipment profile is the Panasonic Arbitrator video system. This is an in-squad video that we have in all of our patrol cars. The camera hooks directly into the car and records all of the time. It imprints or keeps the video when the camera is activated, capturing up to a minute before and after the camera is activated. Each camera can be activated by the officer or will activate automatically under specific criteria such as the activation of the emergency lighting on the squad.



Officers can review the video on the computer in the squad as shown on the picture above and the video is automatically downloaded into a backend system on our department server for recovery for court use.

