

AMENDED 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, April 30, 2018 – **1:30 P.M.**
Location: **City of Baraboo Municipal Building (Rm 204) – 101 South Blvd, Baraboo, WI**
Members Noticed: Phil Wedekind, Tom Kolb, Michael Plautz
Others Noticed: Administrator E. Geick, Mayor M. Palm, Police Chief M. Schauf, Fire Chief K. Stieve, Attorney E. Truman, T. Pinion, W. Peterson, T. Gilman, Mike Hardy, Jared Lex, Bob Spencer, Mark Zweifel, Library, **Jeff Roemer, Al Szymanski, and Dana Sechler.**

1. Call to Order

- a. Note compliance with the Open Meeting Law.
- b. Roll call.
- c. Approve agenda.
- d. Approve minutes of March 19, 2018 Public Safety Committee meeting.

2. New Business

- a. Consider revising posted speed limits on Taft Ave (CTH T) north of 8th Street (STH 33)
- b. Consider the proposed US Bike Route 30 through the City of Baraboo.
- c. Consider Wisconsin DOT's request to detour traffic onto South Blvd, Parkway, and Walnut Street for the duration of the 2021 STH 136 bridge replacement project over Skillet Creek.
- d. Discuss Baraboo Bluffs ATV Club's request for an ATV route through the City of Baraboo.
- e. Consider extending the contract with RW Management for Implementation Management Services of Operations Study Recommendations for the Baraboo Fire Department
- f. ~~Consider an Automatic Aid Agreement with Delton Fire Department.~~
- f. Review Progress to-date on Implementation of Fire Department Operations Study.
- g. Review Baraboo Fire Department's Standards of Response Coverage.
- h. Consider Authorizing the Baraboo Fire Chief to initiate negotiations for Automatic Aid Agreements with surrounding Fire Departments.
- i. Review MSA's initial report on the Remodeling of Former City Hall Building at 135 4th Street for the Fire Department and BDAS as a prospective tenant.
- j. Review and approval of monthly Billing Adjustments/Credits for Sewer and Water Customers for March & April 2018.

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 April 27, 2018

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 – AMENDED

City of Baraboo

Date: April 27, 2018

To: Public Safety Committee

From: Tom Pinion

Re: Background for April 30th mtg. @ **1:30 pm** – **Municipal Building (Council Chambers)**

New Business:

Item A. There is an existing discrepancy in speed limits on Taft Avenue (CTH T) established by ordinance (40 mph) and the posted speed limit (35 mph & 45 mph). Following is an excerpt from Chapter 7 of the General Code of Ordinances:

7.08 SPEED LIMITS. The Council hereby determines that the statutory speed limits on the following streets or portions thereof are unreasonable, unsafe and imprudent and modifies such speed limits as follows:

- (1) **SPEED LIMITS INCREASED.** Speed limits are increased on the following designated streets or portions thereof:
 - (a) **40 Miles Per Hour. On Taft Avenue (C.T.H. T) between 8th Street and the northerly City limits.**
 - (b) 35 Miles Per Hour. On South Boulevard between the westerly City limits and a point 1/4 mile east of Moore Street.
 - (c) 30 Miles Per Hour.
 1. On South Boulevard between Badger Drive and a point 1/4 mile east of Moore Street.
 2. On 8th Street between Washington Avenue and the easterly City limits.

Chief Schauf and I have reviewed the matter and we suggest the following:

35 Miles Per Hour.

1. On Taft Avenue (CTH T) between 8th Street (STH 33) and 12th Street.

45 Miles Per Hour.

1. On Taft Avenue (CTH T) between 12th Street and a point 650 feet north of the centerline of City View Rd/Man Mound Rd.

Item B. Following is an excerpt from Mike Hardy's April 9th Monthly Report to the Parks & Recreation Commission:

USBR 30 representatives have been working with local municipalities for the past few years to complete the route through Wisconsin, which includes a section through Baraboo. I began working with the group in 2010 to bring the route through Baraboo. The group has settled on a route and is proposing that the federal bike route (much like a federal highway) enter the City on Hill Street (at Maxwell-Potter Conservancy) north to Manchester Street, east to Effinger Road, north to Water Street, west (past Circus World) to South Boulevard (past new City Hall) out of town on CTH W. The route shown in yellow is what is proposed. An alternate (green) route is another option that I have proposed which is more direct with wider streets, but eliminates the Maxwell-Potter and Circus World sites. If acceptable, a recommendation should be made to City Council.

Following is an excerpt from Parks & Recreation Commission's April 9th meeting minutes:

Members reviewed a proposed route from the Bike Federation of Wisconsin to bring US Bike Route 30 through Baraboo. Hardy noted that the federal route starts on the East Coast and ends in Idaho, with the middle of the route entering Wisconsin south of Milwaukee and exiting at LaCrosse. He stated that he was contacted by the Bike Federation regarding this route several years ago, and earlier this year was contacted again when the Bike Federation wanted to get final approval of the proposed route from local municipalities. Schlender moved to recommend the approval of the proposed USBR 30, entering Baraboo on Hill Street north to Manchester, east to Effinger, north to Water, west to South Boulevard and exiting west on CTH W past Wal-Mart as noted on the provided map. Seconded by Witczak. Motion carried.

Attached is the final proposed route for US Bike Route 30. This is the route being recommended by the Bike Federation of Wisconsin and was reviewed and recommended by Parks Commission earlier this month. The Bike

Federation only provides signage on State Highways or lands; local municipalities are responsible for their own signs (but there is no requirement to sign locally).

Item C. Following is a recent e-mail we received from the WDOT about their 2021 Skill Creek Bridge replacement project in 2021 and a request to detour traffic on our local roads. (See the detour map in the packet.)

From: Lex, Jered A - DOT <Jered.Lex@dot.wi.gov>
Sent: Monday, April 09, 2018 7:32 AM
To: Gilman Tony <tgilman@cityofbaraboo.com>
Subject: STH 136 Skillet Creek Bridge Detour Route

Mr. Gilman,

My name is Jered Lex and I am the designer for the Skillet Creek bridge replacement project on STH 136 (WisDOT project number 5918-00-01). This will be a bridge replacement project which will require a full road closure causing traffic in the area to be detoured. As of now, construction is scheduled for 2021. Due to the low traffic volumes and low truck traffic, I am proposing the detour route to be signed through the south end of Baraboo on South Blvd, South Pkwy, and Walnut St, see attached map.

Typically, WisDOT tries to keep detour routes on other state or county highways but since the traffic counts are low I think this might work. This will be the shortest detour route and smallest inconvenience to the public. Please let me know what your thoughts are on this, we would need your/ City of Baraboo's approval to detour onto your streets. The other option would be to detour traffic up to STH 33 through town then down on STH 113 and over to CTH DL.

Thank you,

Jered Lex
Civil Engineer Transportation
WisDOT Southwest Region-La Crosse
608.397.2221

Item D. This is a discussion item only. The City has received a request from Bob Spencer on behalf of the Baraboo Bluffs ATV Club to considered officially establishing an ATV Route through the City of Baraboo. I have included Mr. Spencer's original correspondence as well as some subsequent documentation he supplied to show support of ATV trails throughout Sauk County; a draft model ordinance (for the Town of Baraboo); the WDNR's ATV Route Guidelines & Suggestions (A Community Official's Handbook); and a map of the Club's proposed route through the City of Baraboo.

Item E. At the November 2, 2017 meeting, the Committee authorized an agreement with RW Management Group, Inc. for Implementation Management services for the recommendations included in the Fire Dept. Operations Study for a period of time not to exceed 6 months at a cost of no more than \$4,000 per month. Although progress has been made, additional time is required to complete the implementation process so staff is requesting your authorization to extend the contract on a month-by-month basis, as needed. Both Ed and Kevin can provide additional information at the meeting.

Item F. Please refer to the Fire Chief's Memo at the end of the Amended Agenda Packet.

Item G. Please refer to the Fire Chief's Memo at the end of the Amended Agenda Packet.

Item F H. The Fire Chief has provided a sample Agreement for your consideration. Please refer to the Fire Chief's Memo at the end of the Amended Agenda Packet. He will be available to provide additional information at the meeting.

Item I. Please refer to the MSA report near the end of the Amended Agenda Packet.

Item G J. This is the standing agenda item to review and approve monthly utility billing adjustments. The adjustments for March and April are included in the Amended Agenda Packet and the adjustments for April for January are included in the packet.

See you at the new Municipal Bldg (101 South Blvd) in the Council Chambers at 1:30 on Monday!

Baraboo Fire Department Standards of Response Coverage

Introduction

The purpose of the Standards of Cover is to provide an analysis of the response capabilities of the Baraboo Fire Department, the risks that exist within the communities served and to define appropriate response levels to community risk. Members of the Baraboo Fire Department completed a comprehensive analysis of our current response levels, historical data, National best practices, and our community risks to match community needs with an appropriate response that allows us to operate in a safe, effective, and efficient manner.

The Standards of Cover is a “living” document that can be adapted to meet the ever-changing needs of the community. This document describes our response area including current population estimates and density, area served, fire department overview, and community hazards and risk analysis. We have established minimum staffing for each apparatus, and critical task levels for apparatus response.

In conclusion, the Baraboo Fire Department’s Standards of Cover document serves as a model for mission success as we strive to achieve our vision.

Executive Summary

The Baraboo Fire Department operates from one fire station, serving 17,217 residents and 107 square miles of service area. The Standards of Cover document provides an analysis of the response capabilities of the Department, the risks in the community and defines appropriate response levels to those risks.

While the risk levels are generally defined as moderate, the Department faces several challenges, including the risks posed by a potential fire in the downtown business district due to the construction, age and close proximity of buildings, the lack of municipal water in a vast majority of the Department's rural response area and the influx of visitors to several bluffs with challenging terrain and waterways.

A critical task analysis for response to the risks identified in this process provides the number of responders and resources needed to mitigate incidents related to these risks. Providing timely response of the required responders and resources is key to successful mitigation of incidents.

Based on this Standards of Cover Study, it is recommended that:

- 1) The Department begin to track response time data for all responding units to incidents and provide quality assurance review of that data.
- 2) Utilize the data gathered in Recommendation #1 to provide reports on performance relating to compliance with first arriving unit response time goals identified in this document and to set response time goals for effective response forces as identified in this document.
- 3) Develop Automatic Aid Agreements with surrounding fire departments to provide needed resources and responders to meet effective response force requirements identified in this document.
- 4) Implement a Compliance Model to measure compliance with standards set in this document and make adjustments as necessary.

Section I - Description of Community Served & Fire Department Overview

The City of Baraboo has a population of approximately 11,993 residents. Baraboo is the county seat of Sauk County and the home of Devil's Lake State Park and the Circus World Museum. The Baraboo Fire Department provides fire and rescue services to a service area with an approximate population of 17,217 and covers an area of 107 square miles. EMS response is provided by Baraboo Ambulance District. The service area includes the City of Baraboo and contractual services to the following municipalities:

Village of West Baraboo

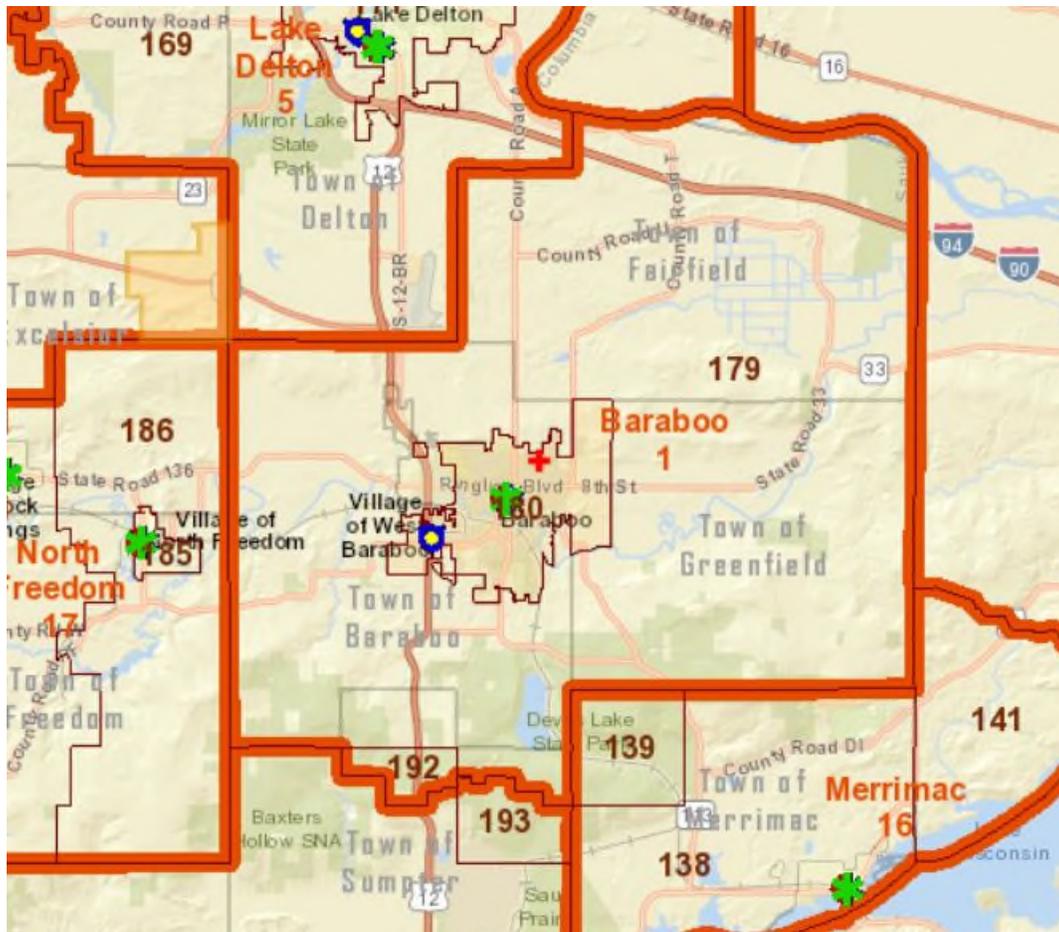
Town of Baraboo

Town of Fairfield

Town of Greenfield

A portion of the Town of Sumpter (in the Baraboo School District)

Baraboo Fire Department Response Area



Map source: Sauk County Land Information System – Emergency Services Locator Map

Baraboo Fire Department Overview

The Baraboo Fire Department is an organization established by Chapter 5 of the City Ordinances. The governing authority is the Common Council working through the Mayor, City Administrator, and the Police and Fire Commission. The Mayor, Common Council and the City Administrator are responsible for the Departments over sight, performance program approval, and ensuring policy compliance by the department. The table of organization for the department is detailed in Chapter 5 of the City Ordinances.

The Fire department operates out of one station and currently has 42 total members with 1 fulltime Chief, 1 Deputy Chief, 1 Assistant Chief, 4 Captains, 3 Lieutenants, 1 fulltime Fire Inspector, and 31 Firefighters. All members, with the exception of the Chief and Fire Inspector are Paid-On-Call. The Department operates from one fire station which was built in 1957. The department responded to a total of 381 incidents in 2017. These were broken down by 125 EMS/Rescue incidents or 33% and 256 Fire/Service incidents or 67%.

The Department's current Insurance Services Office, Inc. (ISO) rating is a 3/3Y. This numerical rating is known as the Public Protection Classification Rating. The rating is made on a scale from 1 to 10, with 10 representing less than the minimum recognized protection. The rating schedule measures the major elements of a Department's fire suppression system. The schedule is a fire insurance rating tool used to determine property insurance premiums that property owners pay to their insurance carrier. 87% of fire departments in Wisconsin have a ISO score of more than 3.

The department is part of the State of Wisconsin Mutual Aid Box Alarm System (known as MABAS) Division 131. MABAS is a mutual aid measure that may be used for deploying fire, rescue, and emergency medical services personnel in a multi-jurisdictional and/or multi-agency response.

Mission Statement

The Baraboo Fire Department is committed to providing professional fire prevention and emergency services.

Vision Statement

It is the vision of the Baraboo Fire Department to be a recognized leader as an all-hazards response service that is a respected and integral part of the community. The vision will be accomplished by:

- attracting, developing and retaining healthy, able-bodied and quality professional staff that are dedicated to the Department and the community;
- utilizing state of the art facilities, apparatus and equipment that allow the Department to adapt to the changing needs of the community;
- exceeding national standards for fire safety training and response times; and
- collaborating with partner organizations to ensure the protection and safety of the community.

Core Value Statements

- Adaptability: We strive for continuous improvement through a flexible evaluation of best practices while adhering to fundamental principles of the fire service. We

recognize, evaluate and adjust to the changing circumstances and needs of the community and the challenges of service delivery.

- *Camaraderie:* Is a feeling that we share for one another; it is in our heart and soul. It is a love of the trade and the people who make it up. It is the sense that we have a special connection and are part of something bigger than we are. It is a respect for each other.
- *Collaboration:* Our success as a department and as a community depends on teamwork. We collaborate, communicate and innovate with partner organizations to improve our professional service delivery.
- *Dedication:* We are committed to professional excellence. We hold ourselves to the highest standards in preparation and service to our community. We strive to acknowledge and appreciate the sacrifices made by our members and their families.
- *Integrity:* We are a high-profile agency in the community. As role models, we have high standards and expectations for conduct as an organization and individuals. Our culture is to do the right thing.
- *Respect:* We hold the community in highest regard by treating all in a fair and respectful manner.
- *Safety:* The safety of our community and our members is paramount. We will always evaluate the hazards of every situation and take considered risks when necessary.

Vehicles/Apparatus

The Department maintains a fleet of vehicles/apparatus to provide protection to the community. The current fleet/apparatus resources are:

Car 1	2014 Chevrolet Tahoe – Chief’s Car
Car 2	2016 Ford Police Interceptor - Inspector
Brush 2	2007 Polaris Ranger 6x6 with Fire/Rescue Package
Brush 5	2011 F-350 Ford/Workhorse Brush Truck
Engine 1	2014 Pierce Velocity PUC Rescue Pumper 1500 g.p.m pump, 750-gallon water tank with foam system and foam tank.
Engine 2	2002 Pierce Enforcer (Rural) 1500 g.p.m pump, 750-gallon water tank with foam system and foam tank
Engine 3	2018 Pierce Velocity 1500 g.p.m pump, 1000-gallon water tank with foam system and foam tank.
Ladder 1	2010 Pierce Velocity 100' Platform 2000 g.p.m pump, 300-gallon water tank, foam system and foam tank
Squad 2	1994 Ford/Marion 18' Rescue

Support 4	1997 Ford Van
Tender 8	1995 Ford/U.S. Tank 3,000 Gallon Tanker 500 g.p.m pump
Tender 9	1999 Freightliner 2,000 Gallon Tanker portable pump
Trailer 1	7' by 16' Enclosed Trailer carrying specialized rescue equipment

Section II – Community Risk Assessment & Risk Assessment Methodology

The Baraboo Fire Department protects the City of Baraboo, Village of West Baraboo and four adjacent towns.

General demographics of the area protected are:

Municipality	Population*	Area Square Miles	Population Density**
City of Baraboo	11,993	7.49	1,601
Village of West Baraboo	1,510	1.21	1,248
Town of Baraboo	1,690	31.71	53
Town of Fairfield	1,073	34.42	31
Town of Greenfield	931	27.9	33
Town of Sumpter	20	4.89	4
Totals	17,217	107.62	

* 2017 Wisconsin Department of Administration Population Estimates

** Population Density/Square Mile

Transient population - Devils Lake, approximately 2.8 million visitors per year.

A risk analysis was conducted to determine the risks within the Department's response area. While the inherent risk of single-family occupancies was more predictable and easy to identify, commercial and multi-family occupancies provided much more of a challenge due to differences in size, construction and protection features.

Risks were graded using the Occupancy Vulnerability Assessment Profile (OVAP) Score in the VISION System Software through Emergency Reporting. The OVAP scores corresponds to a risk category; Low, Moderate, Significant or Maximum risk.

Low Risk Hazard would include those buildings where minimal life safety risk is present for civilians and firefighters, minimal exposure risk exists, the building has a small square footage and those with fire detection or protection systems installed.

Moderate Risk Hazards include those buildings where the risk to life safety due to hazards in the building are elevated or the total occupant load is greater than 11 people. Structures may or may not have fire detection or protection systems in this category.

Significant Hazards include those buildings with hazardous materials as part of their business processes, no fire protection system, a high life safety hazard to both civilian and firefighters or a structure of significant size.

Maximum Risk Hazards include those buildings with a very high life safety hazard, no fire protection, insufficient water supply, close exposures or a very large or tall building.

The risk analysis process is a key component in determining the appropriate amount and type of resources to respond to a reported fire. The type and number of resources needed to mitigate a fire is also dependent on whether the incident occurs in an area of the response district has a fire hydrant system or tender operations are required to support fire suppression operations.

For the purposes of this risk assessment and Standard of Cover, fire risk has been divided into three separate categories of Structure Fires, Vehicle Fires and Brush Fires.

Baraboo Fire Department Risk Assessment Results



CITY OF BARABOO FIRE

Hazard Statistics

Risk Level	OVAP Score	# of Occupancies	%
Maximum	60 +	0	0.00%
Significant	40 - 59	3	0.49%
Moderate	15 - 39	610	98.71%
Low	0 - 14	5	0.81%
Average Score	28.20	-	-
# of complete OVAP scores		618	(68%)
# of incomplete OVAP scores		287	(32%)

Fire Risk

Structure Fire

The term structure fire is used to describe a working fire involving the structural components of various residential and commercial buildings. Residential structure types can range from a single-family dwelling to large, multi-family apartment complexes. Commercial structures encompass occupancies from small office spaces to large shopping malls and town centers. To safely, effectively and efficiently extinguish structure fires, fire departments typically dispatch a complement of Engines, Ladder Trucks, Emergency Medical Units and Chief Officers. Each individual resource and associated crew has an objective in the overall control and extinguishment of the fire.

The Department tracks the number of structure fires it responds to in comparison to the total number of calls for service.

2015: 6.9% of all incidents were structure fires
2016: 5.3% of all incidents were structure fires
2017: 4.1% of all incidents were structure fires [RW1]

Based on the analysis of the data, structure fires are a low frequency event for the Department, however they pose high risk to the community. The low frequency of structure fires is not unusual in today's world. Structure fires do present a significant risk to a fire department due to the nature of the work required to extinguish fires.

Vehicle Fires

Vehicle fires can consist of fires in passenger vehicles, trucks and off-road machinery, such as tractors.

Vehicle fires are generally considered moderate risk events. The level of risk of a vehicle fire is dependent on the type of vehicle burning, what it contains and the location of that vehicle.

The Department tracks the number of vehicle fires it responds to in comparison to the total number of calls for service.

2015: 3% of all incidents were vehicle fires
2016: 4% of all incidents were vehicle fires
2017: Less than 1% of all incidents were vehicle fires

Brush Fire

The risk posed by brush fires vary based on size, terrain and other exposures to the fire. The Baraboo Fire Department protects a significant amount of area that has risk of a brush fire.

The Department tracks the number of vehicle fires it responds to in comparison to the total number of calls for service.

2015: 3% of all incidents were brush fires
2016: 1% of all incidents were brush fires
2017: 1% of all incidents were brush fires

The Devils Lakes Bluff is a high-risk area for brush fires. Based on that risk, the Department has deemed it a Target Hazard and developed a specific response for a fire incident at Devils Lake Bluff.

Hazardous Materials

Sysco Baraboo has a freezer building with ammonia refrigerant. The Department does specific training with this facility and has a pre-incident plan developed for this facility.

Technical Rescue

The response area has several high angle rescue risks posed by cliffs and bluffs that are traversed by pedestrians, climbers and tourists. Devil's Lake, Pewit's Nest Natural Area and the quarry east of Baraboo that is owned by Wisconsin Department of Natural

Resources require specialized rescue equipment and training. The Department is equipped and trained to provide this response.

Section III – Standards, Goals and Objectives

The goal of the Baraboo Fire Department is to exceed our community's expectations by providing the highest level of prevention, preparedness and intervention to all hazards. This is made possible with highly trained fire and emergency services personnel with sufficient apparatus and equipment. These components are brought together allowing the agency the opportunity to mitigate and diffuse and emergency safely and in a timely manner to have the best chance for a positive outcome.

The Department strives to have the first arriving unit on scene of emergencies as follows:

- City of Baraboo (Municipal) – 10 minutes
- Village of West Baraboo (Municipal) – 10 minutes
- Townships (Rural) – 15 minutes

While an initial arriving unit is able to begin mitigation of an incident, many incidents require additional units to effectively and safely mitigate the incident. Identifying the number of responders required to mitigate a certain incident type by identifying the critical tasks that need to be accomplished assists in evaluating service levels against current standards, goals and objectives. The number of responders required to is referred to as an Effective Response Force (ERF).

An important part of determining how a department plans to get an effective response force and the equipment required to complete the established critical tasks to a scene is to identify response packages for common incident types. Response packages require identification of minimum staffing of each apparatus type in those packages. The Department has established minimum staffing standards for each type of apparatus below:

- Engine – 4 personnel
- Truck – 4 personnel
- Squad – 4 personnel
- Tender – 2 personnel
- Brush Truck – 2 personnel

Call Type	Engines	Truck	Squad	Support	Tender	Brush	Command		Total ERF
Fire Alarm	1						1		5
Odor Investigation	1						1		5
CO	1						1		5
MVC	2						1		9
Extrication	2			1			1		13
Haz-Mat/Natural Gas	2						1		9
Brush Fire	1				1	1	1		9
Brush Fire - Target	1			1	1	1	1		13
Vehicle Fire	2						1		9
Structure Fire - Municipal	3	1	1				1		21
Structure Fire - Rural	3		1		4		1		25
Technical Rescue									
Elevator	1	1					1		9
Rope				1			1		5
Confined Space		1	1				1		9
Water	1	1	1			1	1		15

Section IV - Discussion of Critical Task Capability of Department

On scene operations, critical tasking and effective response force are the elements of a Standard of Cover Study that determine staffing levels, number of units needed and duties to be performed on the emergency scene. A fire department must be able to determine what tasks need accomplishing in order to have a positive influence on the outcome of the incident.

Structure Fires

The Department performs aggressive offensive interior fire attacks whenever possible. The variables of fire dynamics, life safety hazards to the building's occupants as well as the firefighters and the potential loss of property combine to determine the fire ground tasks that must be accomplished to prevent harm and mitigate loss. Two major types of tasks need to be performed at structure fires; life safety related tasks and fire suppression related tasks. Fire suppression related tasks primarily involve putting water on the fire to extinguish it. Life safety tasks are those related to locating and removing any trapped victims from the structure and also providing life safety support for fire suppression personnel.

Upon arrival at a structure fire, the incident commander must make a decision whether they will initiate an offensive strategy using an aggressive interior fire attack or whether a defensive strategy will be used. Defensive strategies generally include exterior fire attacks. In these cases, the structure is considered devoid of all savable human life.

In both strategies, consideration must be given to get water on the fire. In the case of an offensive strategy, this normally involves advancing a 1 ¾" hose line to the fire. For larger fires, a 2 ½" inch hose line can be considered. These lines will flow between 150 and 250 gallons per minute. All Baraboo Engine Companies carry a hose to initiate these operations. The selection of the attack line depends upon the speed with which the line must be placed in service, the potential fuel load, personnel resources available, the fire involvement of the structure and the volume of water needed to ensure complete extinguishment of the fire.

In order to ensure life safety, search and rescue must be conducted when the scene assessment requires such operations.

Other tasks that must be accomplished are:

- Ventilation
- Back-up Line
- Rapid Intervention Team
- Exposure Line (if needed)
- Water Supply
- Incident Command
- Rehab
- Utilities
- Cause and Origin

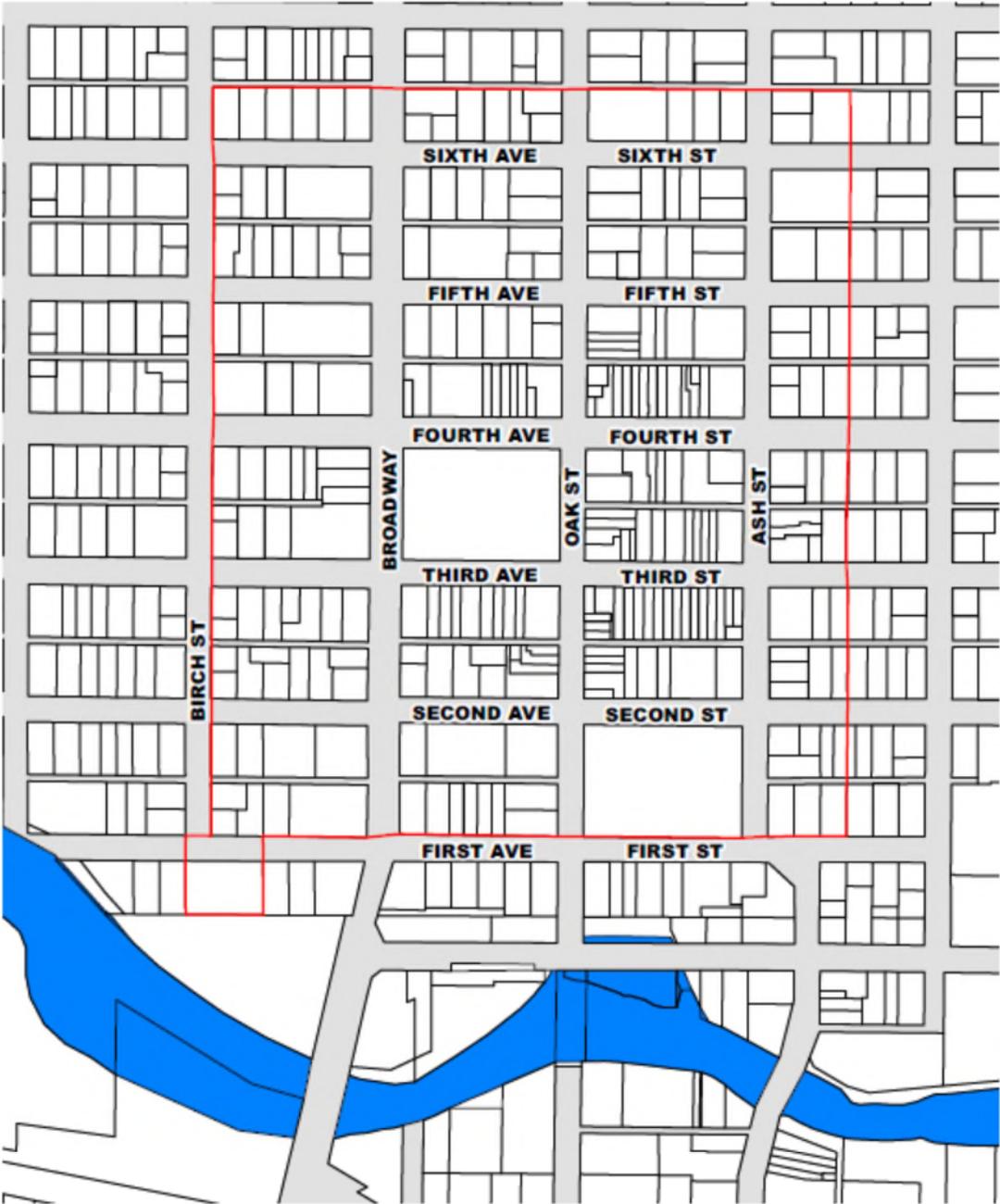
In order to accomplish these tasks, the Baraboo Fire Department assigns the following resources to a report of a structure fire:

- Municipal Structure Fire (21 personnel)
 - Engine (3)
 - Truck (1)
 - Squad (1)
 - Chief (1)

- Rural Structure Fires (25 personnel)
 - Engine (3)
 - Tender (4)
 - Squad (1)
 - Chief (1)

Through careful analysis using the Risk Assessment, the Department has deemed a specific area of the City of Baraboo as a Significant Risk. This area is in the City's Central Business District. The Department has determined that additional risk exists in this area due to the possibility of rapid fire spread between buildings.

City of Baraboo Central Business District



The response to a structure fire in this Significant Risk area will be:

- Structure Fire (31 personnel)
 - Engine (3)
 - Truck (2)
 - Squad (2)
 - Chief (3)

Vehicle Fires

Vehicle fires require extinguishment by an engine company with a hose line. Baraboo Fire Department also assists with traffic control at vehicle fires and dispatches a second engine company and a chief officer to assist on scene.

- Vehicle Fires (9/11 personnel)
 - Engine (2)
 - Chief (1)
 - Rural – Tender (1)

Brush/Wildland Fires

The complexity of brush/wildland fires is highly dependent on the area of the fire and the ability to supply water to the fire. The Baraboo Fire Department responds to brush/wildland fires with the following resources:

- Brush/Wildland Fire (11 Personnel)
 - Brush Truck (1)
 - Engine (1)
 - Tender (1)
 - Brush UTV (2)
 - Chief (1)

Certain areas of the response district provide additional challenges in extinguishment of brush/wildland fires due to terrain. The Devils Lakes Bluff is a high-risk area for brush fires. Based on that risk, the Department has deemed it a Target Hazard and developed a specific response for a fire incident at Devils Lake Bluff. Due to these additional challenges, extra resources are dispatched to a brush/wildland fire in this geographic area.

- Brush/Wildland Fire – Target Hazard (13 Personnel)
 - Brush Truck (1)
 - Engine (1)
 - Tender (1)
 - Support (1)
 - Chief (1)

Fire Alarm/Odor Investigation/Carbon Monoxide/Minor Hazardous-Material Incidents

Regularly, the Department is called upon to investigate an automatic fire alarm, an unknown odor, carbon monoxide alarms or a minor spill/leak of hazardous materials, including gasoline or natural gas. In these instances, the Department responds to investigate and mitigate the incident. At times, mitigation may require additional or outside resources. To conduct the investigation, the Baraboo Fire Department responds with the following resources:

- Fire Alarm/Odor Investigation/Carbon Monoxide/Minor Hazardous-Material (5 Personnel)
 - Engine (1)
 - Chief (1)

Motor Vehicle Crash/Vehicle Extrication

The Department responds to motor vehicle crashes to assist EMS, to provide extrication of patients from vehicles if needed, to remove hazards from the vehicles and to assist with traffic incident management. The Department has developed two different critical task levels for these types of responses; incidents not involving extrication and those involving extrication.

- Motor Vehicle Crashes (9 personnel)
 - Engine (2)
 - Chief (1)
- Motor Vehicle Cash with Extrication (13 personnel)
 - Engine (2)
 - Support (1)
 - Chief (1)

Technical Rescue

Technical Rescue involves a variety of disciplines, dictated by the specific circumstances of the incident. The Baraboo Fire Department provides confined space rescue, elevator rescue, and surface level water rescue. The Department will respond to sub-surface water rescues; however, the Sauk County Sherriff's Department provides sub-surface search and rescue services. Based on critical tasking analysis the following response packages have been developed for the Department:

- Technical Rescue/Confined Space (9 Personnel)
 - Squad (1)
 - Truck (1)
 - Chief (1)
- Technical Rescue/Elevator (9 Personnel)
 - Engine (1)
 - Truck (1)
 - Chief (1)
- Technical Rescue/Water Rescue (15 Personnel)
 - Engine (1)
 - Truck (1)
 - Squad (1)
 - Brush Truck (1)
 - Chief (1)
- Technical Rescue/High-Low Angle Rescue (12 Personnel)
 - Rope Rescue Utility (1)
 - Support (1)
 - Chief (1)
 - Quick Response Vehicle (2)

EMS Assist

The Department responds to emergency medical incidents to assist the Baraboo District Ambulance Service. When dispatched, the Department responds to provide assistance.

- EMS Assist
 - Engine (1)

Section V - Policy recommendations

This Standards of Cover document provides analysis of the risks faced by the municipalities served by the Baraboo Fire Department relating to the Department's Mission. It also outlines the methods in which the Department provides responses to unexpected events that occur in the communities served.

As the Department moves forward, the following items relating to a Standards of Cover document should be addressed:

- One critical piece of a Standard of Cover document that couldn't be addressed in this version of the document is whether the Department is meeting the response expectations of the community. In fire/rescue/EMS, expectations are generally measured by response times and lives and property saved/lost.

The preceding sections of the report provide critical task analysis and information on hazards protected by the Baraboo Fire Department. The report references a goal for the response time of an initial arriving unit from the Department, however, performance benchmarks need to be established for the response times of additional resources outlined in the critical task analysis. This will require additional analysis, tracking of data and enhanced data collection procedures.

Once these are established, the Department will need to conduct regular review of these response times to ensure compliance with the standards set in this document and to ensure reliability of the data.

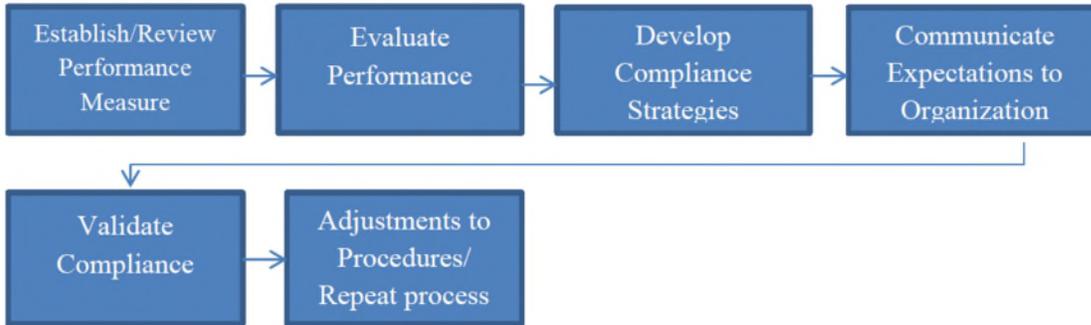
- Data shows that the Department twenty-five 25 members, on average, respond to a report of a structure fire. This provides the minimum number of responders for a municipal structure fire, but not enough for a rural structure fire or a structure fire in the Central Business District. In order to provide a timely response to meet the critical task analysis, the Department should enter into automatic aid agreements with surrounding communities that can assist in these responses. Automatic Aid agreements are a type of mutual aid agreement, however, in automatic aid agreements, the assisting resources are dispatched by protocol based on parameters set for the dispatch center rather than waiting for a member of the requesting department to make a verbal request to the dispatch center. This protocol provides a timelier response for the aiding department, thus leading to a higher probability of quicker mitigation of the incident.

As with mutual aid, the Department should plan to be expected to offer similar aid to surrounding municipalities that agree to assist the Baraboo Fire Department.

- Communities make significant investments in fire/rescue services. However, many communities fail to measure their investment is meeting the needs of the

community. Measuring compliance with standards set by the community allow for a measurement of the success, or lack thereof, of the investment. A Compliance Model can assist a community in measuring how services meet needs and then adjust those services as necessary.

A Compliance Model is best achieved through a systematic approach. It is recommended a six-step compliance model be implemented.



ITEM H.

AGREEMENT FOR AUTOMATIC ASSISTANCE CITY OF BARABOO FIRE DEPARTMENT AND DELTON FIRE DEPARTMENT

THIS AGREEMENT entered into on this ____ day of _____, 2018, by and between the City of Baraboo, with a mailing address of 135 Fourth Street, Baraboo, WI 53913, and Delton Fire Department, with a mailing address of 45 Miller Drive, Baraboo, WI 53913. The City of Baraboo and the Delton Fire Department may hereinafter referred to as collectively as “the parties,” both of which are Wisconsin municipal corporations; and each acting herein through their duly authorized officials.

WITNESSETH:

WHEREAS the parties desire to secure for each entity the benefits of assistance in the protection of life and property from fire;

NOW, THEREFORE, IT IS AGREED AS FOLLOWS:

1. In consideration for each party's automatic assistance to the other upon the occurrence of a reported structure fire in any portion of the designated area where this Agreement for Automatic Assistance is in effect, a predetermined number of firefighting equipment or personnel of both parties shall be dispatched to such point where the structure fire exists in order to assist in the protection of life and property subject to the conditions hereinafter stated. For the purpose of this agreement, "emergency condition" shall include any condition requiring fire protection. This agreement shall be in effect for a term of one year from the date noted above, and shall automatically renew for successive one year terms, with the parties agreeing to review this agreement a minimum of once every three years to ensure the agreement continues to meet the needs of the parties and is legally sufficient.

Details as to amounts and types of assistance to be dispatched, methods of dispatching and communications, training programs and procedures and areas to be assisted have been developed by the Chief of the City of Baraboo Fire Department and the Chief of the Delton Fire Department. These details are stipulated in a Memorandum of Understanding for Automatic Assistance signed by the Chiefs of both departments which is hereby incorporated by reference as attached document Exhibit “A” . By authority granted to the Fire Chiefs by their authorized officials under this Agreement, the said Memorandum of Understanding may be revised or amended at any time by mutual agreement of the Fire Chiefs as conditions may warrant.

2. Any dispatch of equipment and personnel pursuant to this Agreement shall be sent, unless such amount of assistance is unavailable due to conditions and/or situations outside the control of the responding Fire Department at the time of need for assistance under this Agreement. The aid rendered shall be to the extent of available personnel and equipment not required for adequate protection of the territorial limits of the responding department. The judgment of the Fire Chief or the Fire Chief’s designee shall be final as to the personnel and equipment available to render aid. The responding department shall at all times have the right to withdraw any and all aid upon the order of its Fire Chief or the Fire Chief’s designee, provided that the withdrawing department notifies the Officer in charge of the scene, to the extent reasonably possible, of the withdrawal of such aid and the extent of the withdrawal.

3. Each party to this Agreement waives all claims against the other party for compensation for any loss, damage, personal injury, or death occurring as a consequence of the performance of this Agreement. However, this waiver shall not apply to those cases in which the claim results from the willful or reckless misconduct or negligence by a party hereto or its personnel.
4. Neither party shall be reimbursed by the other for costs incurred pursuant to this Agreement. Personnel who are assigned, designated or ordered by their Fire Chief or the Fire Chief's designee to perform duties, pursuant to this Agreement, shall receive the same salary, pension, and all other compensation and rights for the performance of such duties, including injury or death benefits, and Worker's Compensation benefits, as though the service had been rendered for the entity where he or she is regularly employed. Moreover, all medical expenses; wage and disability payments; pension payments; damage to equipment and clothing; and expenses of travel, food, and lodging shall be paid by the entity in which the employee in question is regularly employed. Any expenses or costs which are recoverable from a third party and/or the responsible party shall be equitably distributed between the two fire departments. Nothing herein shall operate to bar any recovery of funds from any state or federal agency under any existing state and federal laws.
5. It is understood by the parties that when a fire department responds to another fire department by dispatching equipment and/or personnel under this Agreement, such aid is not intended to create any employer-employee relationship between the parties. Rather, the intent is to secure for themselves and the citizens of their respective communities the advantages of mutual aid under the terms of this Agreement. All equipment of the individual respective fire departments shall remain the possession of the individual respective fire departments while carrying out this Agreement; and all personnel acting for the individual respective fire department under this Agreement shall remain personnel of their individual respective fire department where they are regularly employed.
6. At all times while equipment and personnel of either party's fire department are traveling to, from, or within the geographical limits of the other party in accordance with the terms of this Agreement, such personnel and equipment shall be deemed to be employed or used, as the case may be, in the full line and cause of duty of the party which regularly employs such personnel and equipment. Further, such equipment and personnel shall be deemed to be engaged in a governmental function of its governmental entity.
7. In the event that any individual performing duties subject to this Agreement shall be named as a defendant party to any state or federal civil lawsuit, arising out of his or her official acts while performing duties pursuant to the terms of this Agreement, such individual shall be entitled to the same benefits that he or she would be entitled to receive had such civil action arisen out of an official act within the scope of his or her duties as a member of the department where regularly employed and within the jurisdiction of the governmental entity where regularly employed. The benefits described in this paragraph shall be supplied by the party where the individual is regularly employed. However, in situations where a party may be liable, in whole or in part, for the payment of damages then the non liable party may intervene naming the liable party in such action to protect its interests.

8. It is agreed by and between the parties hereto that any party hereto shall have the right to terminate this Agreement without cause upon ninety (90) calendar days written notice to the other party hereto.
9. The parties hereto shall procure and maintain, at their sole cost and expense, insurance coverage, including comprehensive liability, personal injury, property damage, auto liability, worker's compensation with minimum limits of \$1,000,000 combined single limit general liability and professional liability insurance. No party shall have any obligation to provide or extend insurance coverage to any other party hereto or its personnel.
10. Rendering assistance shall not be mandatory and the responding fire department may refuse assistance if local conditions prohibit a response. No liability of any kind or nature shall be attributed to or be assumed, whether expressly or implied, by a party hereto, its duly authorized agents and personnel, for failure or refusal to render assistance. Nor shall there be any liability of a party for withdrawal of aid once provided pursuant to the terms of this Agreement.
11. As stated in paragraph 1 of this Agreement, the Fire Chiefs of Baraboo and Lake Delton have entered into a Memorandum of Understanding for Automatic Assistance. However, as to any mutual assistance between the parties arising out of the occurrence of an emergency condition and/or hazardous situations in the areas described in the Memorandum of Understanding, the conditions and obligations of this Agreement shall take precedence over the conditions and obligations of said Memorandum of Understanding.
12. Each party agrees that if legal action is brought under this Agreement, exclusive venue shall lie in Sauk County, Wisconsin
13. In case one or more of the provisions contained in this Agreement shall be for any reason held to be invalid, illegal, or unenforceable in any respect by a court of competent jurisdiction, such invalidity, illegality, or unenforceability shall not affect any other provision thereof and this Agreement shall be construed as is such invalid, illegal, or unenforceable provision had never been contained herein.
14. This Agreement may not be modified or assigned without the prior written consent of the parties hereto.
15. All notices hereunder shall be in writing and shall be personally, by registered mail or certified mail return receipt requested delivered to the parties at such addresses as may be designated from time to time by the respective fire department.
16. Effective date of this Agreement shall be as of the date of final execution hereto.

EXECUTED on this ____ day of _____, 2017, by the City of Baraboo and Delton Fire Department, each respective governmental entity acting by and through its duly authorized officials on the date herein below specified.

DELTON FIRE DEPARTMENT

Witness Signature: _____

Witness Print: _____

By _____

Print: _____

Title: _____

Date: _____

Witness Signature: _____

Witness Print: _____

By _____

Print: _____

Title: _____

Date: _____

CITY OF BARABOO

Witness Signature: _____

Witness Print: _____

By: _____

Mike Palm, Mayor

Date: _____

Witness Signature: _____

Witness Print: _____

By: _____

Cheryl Giese, City Clerk/Finance

Date: _____

MEMORANDUM OF UNDERSTANDING FOR AUTOMATIC ASSISTANCE BETWEEN THE CITY OF BARABOO FIRE DEPARTMENT AND THE DELTON FIRE DEPARTMENT

This Memorandum of Understanding is authorized by the City of Baraboo and the Delton Fire Department. The purpose of this Memorandum of Understanding is to outline the procedures for implementing an Automatic Assistance response between the City of Baraboo Fire Department, hereinafter referred to as "City of Baraboo" and the Lake Delton Fire Department, hereinafter referred to as "Delton Fire". The City of Baraboo and Delton Fire may also be referred to herein as a "Department." This Memorandum of Understanding is a supplement to the Agreement for Automatic Assistance. In the event this Memorandum of Understanding conflicts with the Agreement for Automatic Assistance, the Agreement for Automatic Assistance shall be controlling.

Terms

The terms and conditions of this Memorandum of Understanding shall run simultaneous with the terms and conditions of the Agreement for Automatic Assistance, and shall terminate automatically upon the termination of the Agreement for Automatic Assistance.

Amount and Time of Assistance

This Memorandum of Understanding is for the exchange of fire service. Fire apparatus will respond to all reported structure fires as soon as notified by the joint dispatch center, except as otherwise provided herein, or by the terms of the Agreement for Automatic Assistance.

The structure fire definition for this document is a report of fire or smoke affecting a building.

Response Areas and Apparatus Provisions

The geographical areas served by this Memorandum of Understanding are as follows:

The Delton Fire Department will provide the following apparatus to Baraboo Fire Department for structure fire response:

- One Tender for all non-hydrant areas of the Baraboo Fire Protection Service Area (Towns of Baraboo, Fairfield, Greenfield and part of Sumpter)
- One Engine for the City of Baraboo and Village of West Baraboo

The Baraboo Fire Department will provide the following apparatus to Delton Fire Department for structure fire response:

- One Tender for all non-hydrant areas of the Delton Fire Protection Service Area (Towns of Delton and Dellona)
- One Engine for the Village of Lake Delton
- One Engine Ho-Chunk Casino & Convention Center
- One Engine for the Baraboo-Wisconsin Dells Regional Airport

Minimum personnel staffing for Engines shall be four (4) personnel and for Tenders one (1). Minimum training standards shall be Entry Level Firefighter for all personnel responding and ICS knowledge for Chiefs responding.

Limitations

If the agreed upon response from either department is not available or is temporarily depleted, the assisting department need not respond. However, if a fill-in company is in quarters at a fire station that is part of this Agreement, that company will respond. If the response is not available, the other party will be notified immediately.

Training

Joint annual training between the City of Baraboo and Delton Fire shall be conducted in a manner that will be beneficial to maintain coordination in firefighting procedures and operations between the two Departments. This training will be coordinated by the respective Fire Chiefs.

Communications

Communications for both Departments will be via the Sauk County Communication Center for the initial dispatch of incidents. Information will be inputted into Computer Aided Dispatch System in Communications Center for area covered by agreement. Both Departments shall be activated simultaneously upon receipt of the call for defined structure fire.

Communications procedures shall be consistent with those adopted by the Sauk County Fire Chiefs Association and documents will be provided at the initial training session and updated as needed thereafter. Maintenance and replacement of radios will be the responsibility of the Department that owns the radios.

Dispatch to Alarms

Upon receipt of a fire alarm in any of the designated response areas, the respective Department is dispatched to location. The first arriving-officer on scene of a working fire shall notify the Sauk County Communications Center to send the appropriate agency for Working Still (automatic aid department) to the scene as soon as a working fire is confirmed.

Incident Command

The highest ranking officer from the first arriving company will establish command of the incident until relieved by the appropriate authority. The Department of the jurisdiction in which the incident occurs shall, upon arrival at the scene, communicate with the initial Incident Commander for a situational update and then assume command of the incident thereafter.

Fire Incident Reporting

Each Department will be responsible for obtaining needed information to complete fire service reports for incidents within their respective jurisdictions. Units assisting in the incident shall cooperate with the agency in charge to provide any necessary information. Fire investigations are the responsibility of the respective jurisdictions and responding agencies will cooperate in the investigation.

Revisions

This Memorandum of Understanding may be revised or amended at any time by mutual agreement of the Fire Chief of the City of Baraboo and the Fire Chief of Lake Delton Fire Department as authorized, under the Agreement for Automatic Assistance, by their respective governing bodies.

Date _____

Kevin G. Stieve, Fire Chief – City of Baraboo Fire Department

Date _____

Darren Jorgenson, Fire Chief – Lake Delton Fire Department

SAMPLE



April 27, 2018

Ed Gieck
City of Baraboo
135 4th Street
Baraboo, WI 53913

Re: Remodeling of Former City Hall Building at 135 4th Street for the Fire Department and BDAS as a prospective tenant.

Dear Ed:

MSA has prepared concept floor plans and a probable cost of construction to remodel the former city hall and police station building, and the existing Alma Waite building for use by the Fire Department and Baraboo District Ambulance Service (BDAS) as a prospective tenant. The space vacated by the City Administration and Police Department will allow for the Fire Department to expand into the vacated space, and provide an opportunity for BDAS to move into the former City Hall building.

The concept design developed is intended to be a short-term cost effective solution with the intent to minimize the City's capital investment at this time. This is being done with the intent that a new fire station will be designed and constructed in the near future.

The concept is to provide sufficient space for BDAS staff to move into the former City Hall building as a prospective tenant. This concept includes 1.) BDAS vacating the house on 5th Street currently used for BDAS administrative staff, and 2.) BDAS moving the sleeping quarters and room out of the Alma Waite building into the former City Hall building.

MSA met with representatives of BDAS and city staff to define, discuss and refine space needs and operation requirements. The concept layouts were developed to satisfy the space needs and operations of both groups.

Please refer to the attached four drawing pages (A-1 through A-4) dated April 20, 2018 of the former City Hall building and the Alma Waite Building floor plans, which show a concept plan for the possible remodeling of these buildings to accommodate the respective needs of both the Fire Department and BDAS.

Scope of Project:

1. The Fire Department offices will move to the second floor.
 - a. The Fire Chief's office will receive new carpet, and the walls will be patched and painted.
 - b. The existing offices shall be used as is, no changes, unless noted otherwise.
 - c. The Building Inspector's office will be located on the second floor in the location shown on the drawings.
 - d. The current copier room shall remain as is for this purpose.

Remodeling of Former City Hall Building at 135 4th Street
for the Fire Department and BDAS as a prospective tenant.
April 27, 2018

- e. The current Fire Training Room will be used as Day Room so the only remodeling proposed is to patch and paint the walls.
 - f. The space identified as a Fitness Room will be remodeled. Walls will be removed to open up the space; flooring, ceiling and lighting will be replaced. The walls will be patched and painted.
 - g. The former Council Chambers will be used for a training and meeting room for the Fire Department and BDAS. It would be best to gain more space in this room by removing the walls to the Attorney's Office and storage rooms, but this comes at a cost. State Building Code will requires one-hour fire rated walls around the perimeter and a sprinkler system. For a cost effective short term approach, the room is being left as is.
2. The BDAS Administration Offices will move into the former City Hall building. They will occupy the existing first floor Police offices and City Clerk/Treasurer offices as is. As noted on the drawings, the walls in some of these rooms will be patched and painted.
3. Construct a new unisex ADA accessible toilet room in the room adjacent to the existing first floor men's and women's toilet rooms. This will be the most cost effective solution to provide a required accessible toilet room on the first floor.
4. The former Police Department Administration Staff open office area on the first floor will be used as a Debriefing Room, Day Room and Lounge. The Day Room and Lounge on the second floor is not accessible and providing equivalent space on the first floor is less expensive than remodeling the second floor to make it accessible.
5. Remodel the former Police garage in the former City Hall for a Fire Department garage space. Remove a couple of the non-bearing walls to increase the size of this space. There are limitations on the weight of the vehicles that the existing precast concrete floor can support. The original building drawings do not state a load carrying capacity for the garage floor. Therefore the garage floor should be used to store vehicles that are approximately the same weight as the police squad cars that have been stored in the garage.
6. Existing Fire Apparatus Garage:
 - a. Two ambulances will be located in the garage so first responders in the building have easy access.
 - b. BDAS Meds, oxygen tanks, cleanup room, and some storage will be moved from the Alma Waite building to the fire garage.
 - c. Cut out and replace or mud jack the concrete floor that has settled.
 - d. Add a roof mounted makeup air unit and exhaust fan to provide the code required exhaust and make up air.
 - e. There is not adequate space between the fire trucks to allow space for the hoses of a tail pipe exhaust system.

Remodeling of Former City Hall Building at 135 4th Street
for the Fire Department and BDAS as a prospective tenant.
April 27, 2018

- f. The existing 12x12 overhead doors are small, but there is no space available to enlarge them.
 - g. Remove the old turnout gear lockers. Provide and install 50 new steel open air lockers by Ready Rack or Gear Grid.
7. The lower level of the former City Hall building shall be remodeled for sleeping rooms, toilet and shower facilities and a laundry room BDAS and fire crew.
 - a. A sprinkler system and fire rated construction is needed as required by State Building Code for the sleeping rooms.
 - b. Fire rated walls are required by the Building Code around all of the sleeping rooms.
 - c. The lighting, power and switching needs to be revised.
 - d. The HVAC system needs to be revised for the new spaces. An engineering evaluation will need to be completed to verify that the existing system can be modified to accommodate the new spaces.
 - e. The toilet and showers need to be upgraded to meet accessibility standards.
8. Remodel the former police garage space in the Alma Waite Building for some of the Fire Department equipment. The east interior wall in the BDAS garage will be removed to provide more space for the ambulances, which are currently cramped in the space. BDAS has many pieces of equipment sitting outside because there is no indoor storage space available. Even with this additional garage space, there is one ambulance, three Durangos, one Jeep, and one pickup truck will not fit inside the existing space. The Fire Department is cramped for space in their garage, but at least all of the pieces of equipment are stored inside. The following changes would be made to the Alma Waite Building Garage:
 - a. Add two new overhead door opening on the south end of the east wall.
 - b. Replace the concrete floor in the old police garage and install a catch basin.
 - c. Install a new walk door and concrete stoop.
 - d. Remove the wall dividing the police garage space from the BDAS garage space.
 - e. Exhaust ventilation and makeup air may need to be added to the garage to comply with State Building Code.
9. The existing BDAS sleeping rooms, day room, ambulances and support spaces as an alternative could remain in their current location in the Alma Waite building, but the sleeping rooms are and have been in violation of the State Building Code since the time the sleeping rooms were constructed. The State Building Code requires the sleeping rooms be protected with an automatic sprinkler system and fire rated construction. The changes will involve:
 - a. New water service from the street water main. This is for the new sprinkler system.
 - b. Sprinkler system for the sleeping rooms.
 - c. Demolition of the sleeping room walls, doors, ceiling and flooring.
 - d. Construct new fire rated walls, doors, ceiling, flooring and lighting around the sleeping rooms.

Remodeling of Former City Hall Building at 135 4th Street
for the Fire Department and BDAS as a prospective tenant.
April 27, 2018

- e. Remodel the existing toilet and shower rooms to comply with State of Wisconsin Building Code accessibility standards.
- f. The existing wall separating the garage from the living quarters is, according to the remodel drawings from 2000, constructed with metal studs and drywall - a non-rated wall since there is no reference on the drawings to a fire rating. MSA's understanding of the building code is that a fire rated wall was not required to be provided because the building is under a square footage threshold that would require a fire rated wall.
- g. The cost to remodel this space is \$220,000.
- h. If the living quarters are relocated to the former city hall building, the living quarters in the Alma Waite building could be removed and the space converted to garage space for BDAS equipment. The ballpark cost to remove the existing interior construction, add two overhead garage doors and remodel the space for garage is \$150,000. This includes painting and new lighting.

Probable Opinion of Construction Cost

City Hall Building First and Second Floor Remodeling:	\$265,000
City Hall Building Lower Level Remodeling:	\$475,000
Alma Waite Building Garage Remodeling:	<u>\$230,000</u>
TOTAL:	\$970,000

Alternate: Sleeping Rooms stay in the Alma Building – Deduct \$255,000.

Architectural and Engineering costs:	\$115,000
This cost will vary depending on which options are selected.	
State DSPS Plan Review Fees	\$1,500

Construction Cost Notes:

1. Costs are based on 2019 construction.
2. Costs do not include:
 - a. Moving expenses.
 - b. Phone system changes and equipment.
 - c. Voice video data wiring and jack changes.
 - d. Furniture and equipment.
 - e. Audio visual equipment for the Training Room.
 - f. Cleaning of the existing building including: carpet cleaning, hard surface floor cleaning, dusting, and removal of used furniture and supplies.
 - g. Patching of nail holes and painting walls unless specifically noted.
 - h. New hose racks.
 - i. Window treatment.
 - j. Asbestos inspection, testing and abatement.

Page 5

Remodeling of Former City Hall Building at 135 4th Street
for the Fire Department and BDAS as a prospective tenant.
April 27, 2018

The scope of the renovations does not bring the building into full compliance with Federal ADA Law. Accessibility of the first floor toilet rooms for the public will be addressed but that is the extent of the accessibility changes. State Building Code will be satisfied for the changes being made, but the State code is not as restrictive as the Federal ADA law. If the City wants to comply with the Federal ADA law, please advise MSA to do so.

If the City wishes to proceed with these changes MSA will develop construction drawings and assist the City in obtaining contractor bids.

Sincerely,

MSA Professional Services, Inc.

A handwritten signature in black ink, appearing to read "Allen J. Szymanski". The signature is written in a cursive, flowing style.

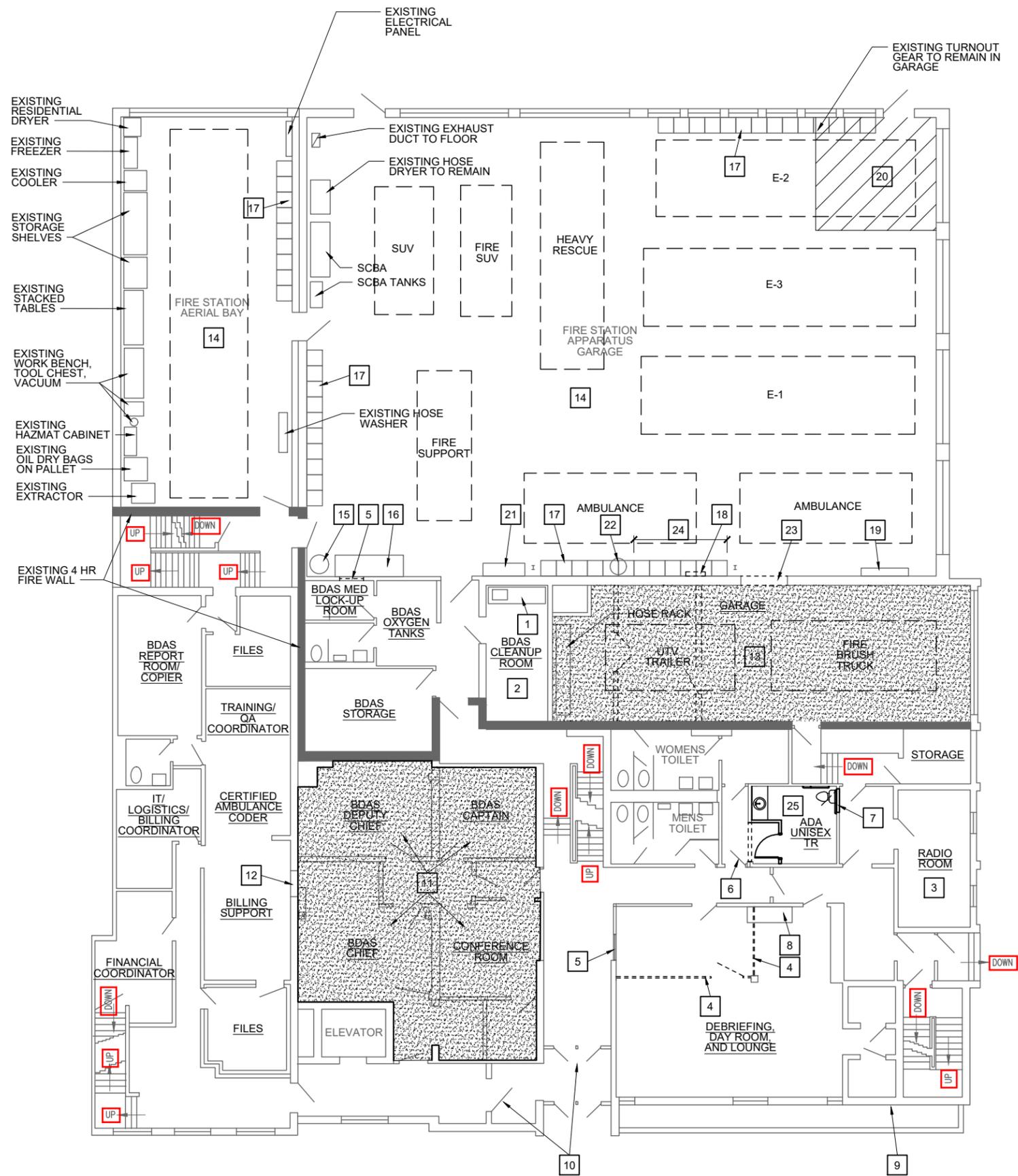
Allen J. Szymanski, AIA, P.E.
Architect / Structural Engineer

AJS:ajs

Enc.

KEY NOTES #

1. STAINLESS STEEL SINK w/ DRAIN BOARD
2. REMOVE SUSPENDED CEILING AND INSTALL NEW CEILING
3. MOVE ANTENNA CABLE INTO THIS ROOM. INSTALL (2) CAMERAS ON GARAGE FLOOR AND PROVIDE MONITOR IN THIS ROOM
4. REMOVE WALLS
5. REMOVE WINDOW, INFILL OPENING
6. REMOVE DOOR FROM FRAME
7. REMOVE DOOR AND FRAME. INFILL OPENING
8. 6 LF OF BASE CABINETS AND COUNTERTOP
9. INSTALL SIGNAGE
10. INSTALL RIM EXIT DEVICE, ELECTRIC STRIKE, DOOR BELL AND BUZZER SYSTEM TO ALLOW ENTRY BY REMOTE CONTROL
11. PATCH AND PAINT WALLS. CEILING, LIGHTS AND FLOORING TO REMAIN
12. REMOVE WALL INFILL TO OPEN EXISTING DOOR OPENING
13. PATCH AND PAINT WALLS AND CEILING. SHOT BLAST FLOOR AND INSTALL NEW HIGH BUILD EPOXY SYSTEM FLOOR. REPLACE LIGHTS
14. PATCH AND PAINT WALLS ENTIRE ROOM
15. EXISTING WATER HEATER TO REMAIN
16. EXISTING CABINETS w/ WATER SERVICE TO REMAIN
17. TURNOUT GEAR LOCKERS
18. CABINET FOR PHONE PATCH BOARD. INVESTIGATE DELETING THIS PANEL. MAY CONTAIN FIRE ALARM WIRING
19. ELECTRIC PANELS
20. MUD JACK FLOOR
21. ELECTRIC PANELS
22. AIR COMPRESSOR, MOVE TO A NEW LOCATION
23. NEW WALL OPENING
24. BDAS TURNOUT GEAR LOCKERS
25. CONVERT EXISTING OFFICE INTO AN ADA ACCESSIBLE TOILET ROOM. NEW DOOR, CEILING, FLOORING, WALL FINISH AND PLUMBING FIXTURES



EXISTING FIRST FLOOR PLAN

1/8" = 1'-0" (22x34)
1/16" = 1'-0" (11x17)
0 2' 4' 8' 16'

PLOT DATE: 4/26/18, P:\1700x\140x\14307143000\Fire Station Renovations\CADD\07143000 a01 first floor plan.dwg

ARCHITECTURE | ENGINEERING | ENVIRONMENTAL
1230 South Bay Blvd
Waukegan, IL 60087
(815) 499-1234
www.msa-pe.com



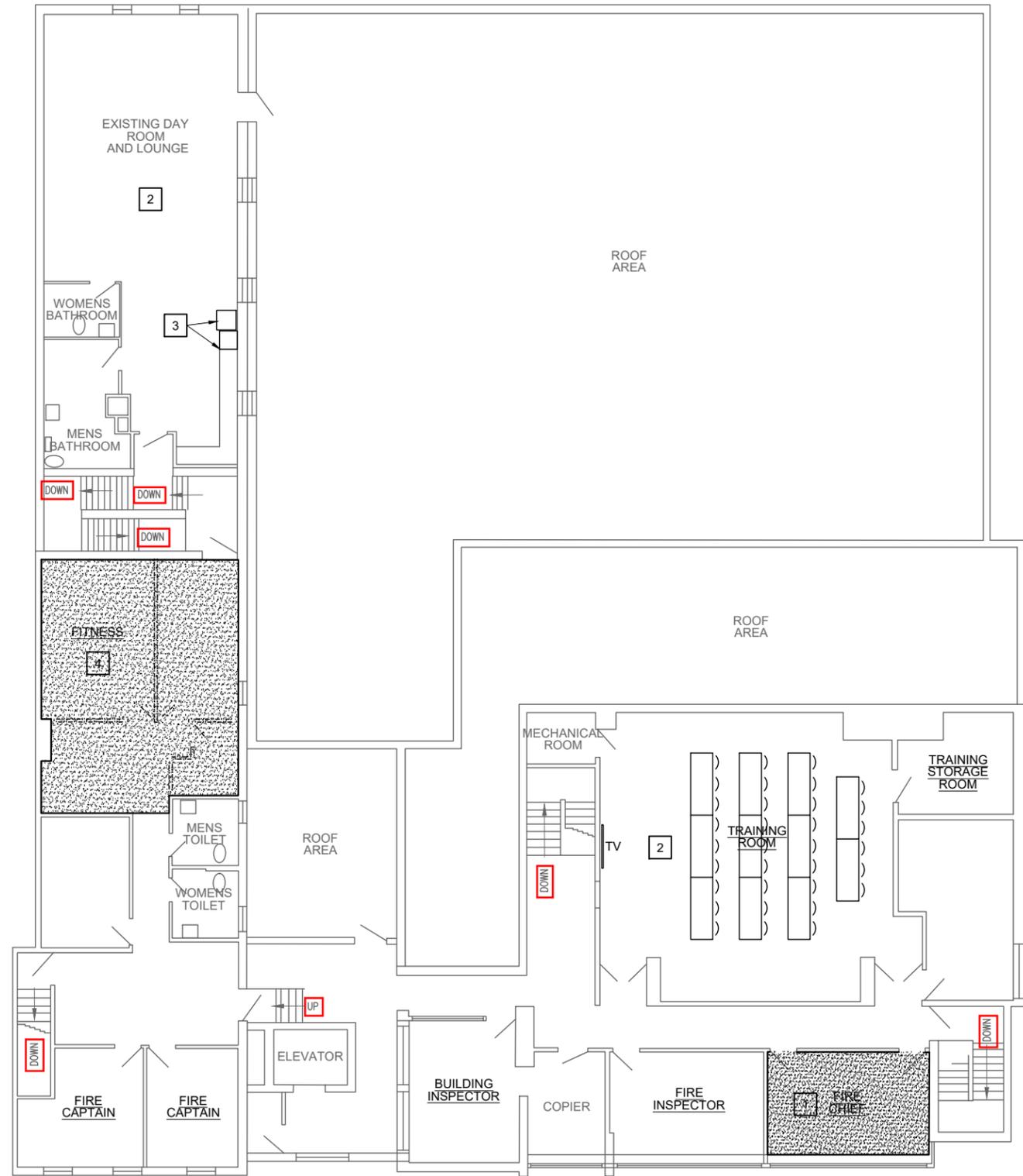
NO.	DATE	REVISION	BY
04/27/18	ABL		
	AJS		

PROJECT DATE: 04/27/18
DRAWN BY: ABL
CHECKED BY: AJS
WISCONSIN
BARABOO

PROJECT NO. 07143000
SHEET A-1

KEY NOTES #

1. REMOVE EXISTING CARPET. INSTALL NEW CARPET. PATCH AND PAINT THE WALLS
2. PATCH AND PAINT THE WALLS
3. NEW REFRIGERATOR AND STOVE
4. REMOVE WALLS AS SHOWN. PATCH AND PAINT WALLS. REPLACE CARPET, CEILING AND LIGHTS w/ NEW



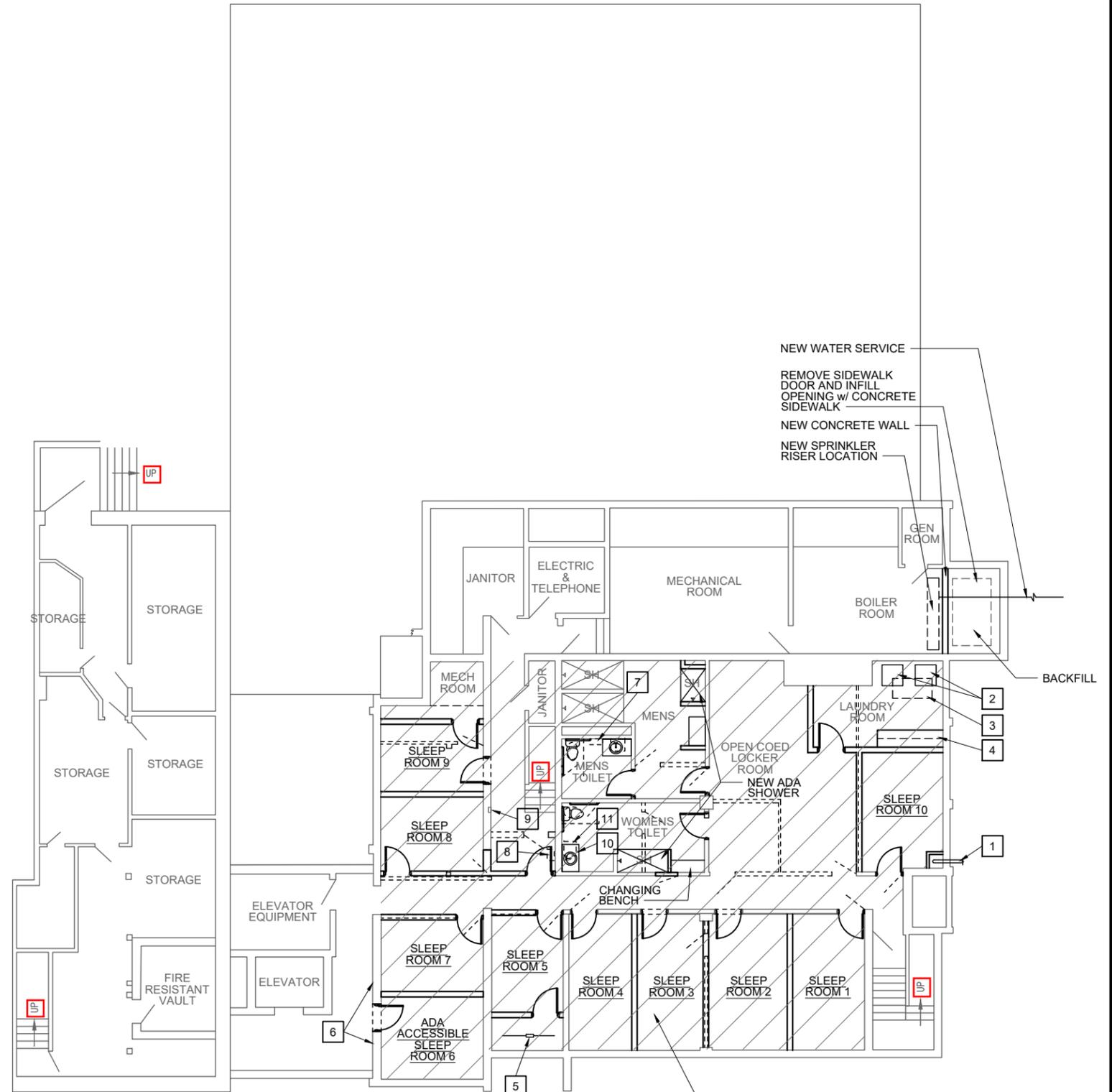

EXISTING SECOND FLOOR PLAN
 1/8" = 1'-0" (22x34)
 1/16" = 1'-0" (11x17)

PLOT DATE: 4/26/18, P:\7100x\7100x\714307143000\Fire Station Renovations\CADD\07143000.dwg second floor plan.dwg

MSA		ARCHITECTURE ENGINEERING ENVIRONMENTAL 1230 South Bay Road, Suite 100, Waukegan, IL 60087 (815) 356-2771 (800) 362-4505 Fax: (815) 356-2770 Web Address: www.msa-ps.com	
PROJECT NO.	07143000	PROJECT DATE:	04/27/18
SHEET	A-2	DRAWN BY:	ABL
		CHECKED BY:	AJS
BARABOO		WISCONSIN	
SECOND FLOOR PLAN		REVISION	
FIRE STATION REMODEL		NO.	
CITY OF BARABOO		DATE	
BY		REVISION	

KEY NOTES #

1. EXISTING SANITARY SEWER PIPE LEAVING THE BUILDING ABOVE THE LOWER LEVEL FLOOR
2. CLOTHES WASHER AND DRYER
3. EXISTING FLOOR PIT TO BE FILLED IN
4. 8 LF OF CABINETS
5. EXISTING WATER SERVICE
6. EXISTING CONCRETE WALL
7. REMOVE URINAL
8. REMOVE WATER FOUNTAIN
9. EXISTING RECESSED METAL GATE, LEAVE AS IS
10. REMOVE EXISTING SHOWER
11. REMOVE EXISTING SINK AND INSTALL NEW



TEN NEW SLEEPING ROOMS:
ADD SPRINKLER SYSTEM AND
1 HR FIRE WALLS.

EXISTING BASEMENT FLOOR PLAN
 1/8" = 1'-0" (22x34)
 1/16" = 1'-0" (11x17)
 0 2' 4' 8' 16'

PLOT DATE: 4/26/18, P:\1700x\7140x\14307143000\Fire Station Renovations\CADD\07143000_03 basement plan.dwg

ARCHITECTURE | ENGINEERING | ENVIRONMENTAL
 CONSULTANTS
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 (608) 356-2771 (800) 362-4505 Fax: (608) 356-2770
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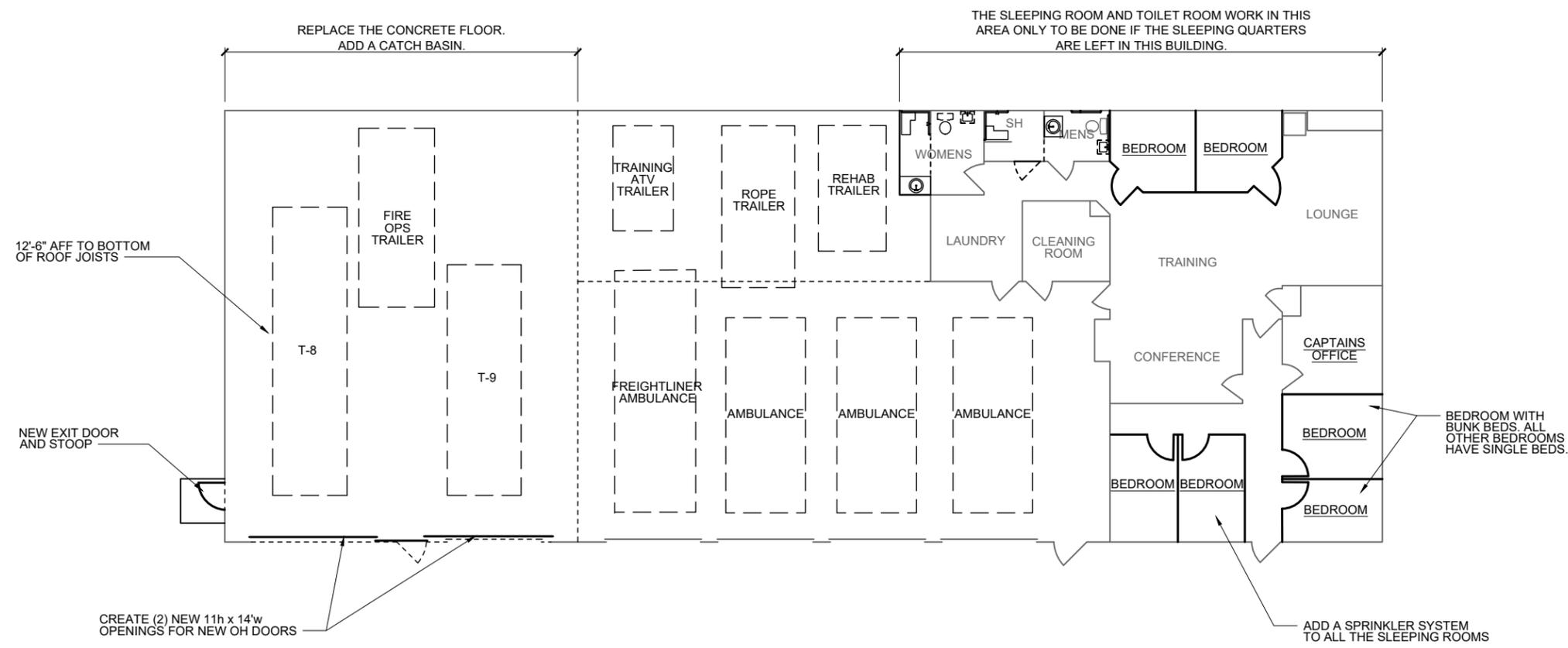
NO.	DATE	REVISION	BY
04/27/18			ABL
			AJS

PROJECT DATE: 04/27/18
 DRAWN BY: ABL
 CHECKED BY: AJS
WISCONSIN
BARABOO
FIRE STATION REMODEL
CITY OF BARABOO
 PROJECT NO. 07143000
 SHEET A-3

PLOT DATE: 4/26/18, P:\1700x7140x1714307143000\Fire Station Renovations\CADD\07143000.apd ambulance district remodel.dwg

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NO.	DATE	REVISION	BY
04/27/18			

PROJECT DATE: 04/27/18
 DRAWN BY: ABL
 CHECKED BY: AUS

AMBULANCE DISTRICT REMODEL
 FIRE STATION REMODEL
 CITY OF BARABOO
 WISCONSIN
 BARABOO

PROJECT NO.
07143000
 SHEET
A-4

ALMA WAITE/ BDAS BUILDING REMODEL

1/8" = 1'-0" (22x34)
 1/16" = 1'-0" (11x17)

0 2' 4' 8' 16'

Report Criteria:

Selected types: Assistance Applied, Billing Adjustment

Billing Adjustment

03/23/2018

Name	Customer Number	Type	Description	Amount	Service
CARPENTER GLASS CO	58-034000-00	Billing Adjustment	RUN FOR FREEZE -ADJUSTMENT	-215.65	Multiple
DAVIS, WILLIAM	70-008000-00	Billing Adjustment	REPAIRED OUTSIDE FAUCET	-65.02	Multiple
FREY, MARTIN	59-125000-00	Billing Adjustment	RUN FOR FREEZE -ADJUSTMENT	-106.92	Multiple
GEOGHEGAN, SEAMUS	91-018000-00	Billing Adjustment	RUN FOR FREEZE -ADJUSTMENT	-4.16	Multiple
KOWALKE LIVING TRUST	89-112000-00	Billing Adjustment	RUN FOR FREEZE -ADJUSTMENT	-10.58	WATER - 10
KRUSE MOTOR SALES	51-042000-00	Billing Adjustment	Read/Usq Adj for 12/31/2017	13.24	SEWER - 30
KUBAL, DONNA	61-086000-02	Billing Adjustment	RUN FOR FREEZE -ADJUSTMENT	-141.99	Multiple
MEYER, TED	63-083000-00	Billing Adjustment	RUN FOR FREEZE -ADJUSTMENT	-120.01	Multiple
MUELLER, ALLAN	64-008000-00	Billing Adjustment	RUN FOR FREEZE -ADJUSTMENT	-286.02	Multiple
PELIKSZA, JADWIGA	60-097000-00	Billing Adjustment	RUN FOR FREEZE -ADJUSTMENT	-106.10	Multiple
STEVENS, FRANK	77-138000-00	Billing Adjustment	RUN FOR FREEZE -ADJUSTMENT	-72.94	WATER - 10
Total 03/23/2018:				<u>-1,116.15</u>	
Total Billing Adjustment:				<u>-1,116.15</u>	

03/26/2018

Name	Customer Number	Type	Description	Amount	Service
PARCHEM, CRAIG	55-028000-00	Billing Adjustment	REPLACED WATER HEATER	-6.06	Multiple
Total 03/26/2018:				<u>-6.06</u>	
Total Billing Adjustment:				<u>-6.06</u>	

03/27/2018

Name	Customer Number	Type	Description	Amount	Service
METRO APT RENTAL	95-011000-00	Billing Adjustment	REPAIRED OUTSIDE SILLCOCK	-203.57	Multiple
Total 03/27/2018:				<u>-203.57</u>	
Total Billing Adjustment:				<u>-203.57</u>	
Grand Totals:				<u>-1,325.78</u>	

Report Criteria:

Selected types: Assistance Applied, Billing Adjustment

Sort Criteria:
Selected types: Assistance Applied, Billing Adjustment

Billing Adjustment

04/17/2018

Name	Customer Number	Type	Description	Amount	Service
CITY OF BARABOO - CITY SERVICES C	64-094000-00	Billing Adjustment	SEWER CREDIT FOR BULK FILLS	-296.14	SEWER - 30
Total 04/17/2018:				-296.14	
Total Billing Adjustment:				-296.14	

04/19/2018

Name	Customer Number	Type	Description	Amount	Service
CATTENWYLER, CATHY	59-089000-00	Billing Adjustment	WATER SOFTNER MALFUNCTION	-131.06	Multiple
Total 04/19/2018:				-131.06	
Total Billing Adjustment:				-131.06	

04/24/2018

Name	Customer Number	Type	Description	Amount	Service
SEN, MARY PAT	92-014000-00	Billing Adjustment	REMOVE PENALTY PER JMB	-3.22	Multiple
IG, MATTHEW & JODI	92-024500-00	Billing Adjustment	REMOVE PN/FINAL READOUT 4/19	-1.76	Multiple
IG, MATTHEW & JODI	99-025800-00	Billing Adjustment	REMOVE PN/FINAL READOUT 4/19	-.50	ST PEN - 94
CE, BRAD & DONNA	58-075000-02	Billing Adjustment	REMOVE PN/FINAL READOUT 4/19	-3.65	Multiple
CE, BRAD & DONNA	58-076000-01	Billing Adjustment	REMOVE PN/FINAL READOUT 4/19	-3.30	Multiple
MPHERE, JEFFREY	64-032000-00	Billing Adjustment	REMOVE PENALTY R/O 4/19	-4.83	Multiple
Total 04/24/2018:				-17.26	
Total Billing Adjustment:				-17.26	

04/26/2018

Name	Customer Number	Type	Description	Amount	Service
SCHER, DEBRA	65-046000-00	Billing Adjustment	PIPES BURST IN JANUARY	-34.16	Multiple
TERSON, MELINDA	56-024000-01	Billing Adjustment	REPAIRED TOILET	-43.11	Multiple
Total 04/26/2018:				-77.27	
Total Billing Adjustment:				-77.27	
Grand Totals:				-521.73	

Sort Criteria:
Selected types: Assistance Applied, Billing Adjustment



BARABOO FIRE DEPARTMENT

Date: April 24, 2018
To: Public Safety Committee Members
CC: Mayor Palm and City Administrator Geick
From: Kevin G. Stieve, Fire Chief
RE: April 30, 2018 Public Safety Committee Background Information

Review Progress on Implementation of Fire Department Operations Study to Date

Attached to the agenda you will find a report from RW Management Group on progress of implementing the recommendations in the Fire Department Operations Study. A good deal of work has been completed thus far, but more is in progress.

The report will be summarized at the upcoming meeting.

Representation from RW Management Group will be in attendance at the meeting to answer any questions.

Review Baraboo Fire Department Standards of Response Coverage

The Standards of Response Coverage for the Baraboo Fire Department is a living document. The risk analysis of all commercial buildings that we inspect is currently underway, 68% complete, but it is a time consuming process. The representation of the risk analysis thus far covers a majority of the City and the Village of West Baraboo. The buildings in the Towns must be completed. In some cases, those buildings may pose a higher risk depending on required water supply.

As part of this work, the number of resources were assigned a minimum value for each specific incident type evaluated.

The Central Business District in Downtown Baraboo was identified as a significant risk due to the age of the buildings, contents and the possibility for rapid fire spread between buildings. Additional minimum resources were assigned to this area.

The Standards of Response Coverage was built by input by the project team assembled to review and implement the recommendations in the Fire Department Operations Study.

Finally, an ongoing evaluation process of the Standards of Response Coverage will take place and results reported to the Mayor, Common Council and City Administrator.

Review and Approve Auto Aid Agreement

As analyzed and reported in the Standards of Response Coverage for the Baraboo Fire Department, the Baraboo Fire Department cannot meet the minimum number of resources. It is recommended that Automatic Aid Agreements be established between different departments to satisfy the minimum requirements of those responses.

I have attached the Auto Aid Agreement with Delton Fire Department for an example. I would request permission to seek signed automatic aid agreements with cooperating surrounding departments to satisfy our minimum number of required resources.