



**OFFICIAL NOTICE AND AGENDA**  
Kronenwetter Village Board Regular Meeting  
Kronenwetter Municipal Center  
1582 Kronenwetter Drive, Kronenwetter WI 54455  
Board Room (Lower Level)  
**February 13, 2023 - 5:30 PM**

1. **Call Meeting to Order:**
  - 1.1. Pledge of Allegiance
  - 1.2. Roll Call
  - 1.3. Announcement of Closed Session
2. **Public Comment** - *(Please be advised per State Statute Section 19.84(2), information will be received from the public. It is the policy of this Village that Public Comment will take no longer than 15 minutes with a **three**-minute time period, per person, with time extension per the Chief Presiding Officer's discretion. Be further advised that there may be limited discussion on the information received, however, no action will be taken under public comments)*
3. **Public Hearing:** 2023 Water/Sewer Budget
  - 3.1. Approve the 2023 Water Sewer Budget
4. **Reports from Staff and Vendors:**
  - 4.1. Treasurer's Update Wood Trust
  - 4.2. DPW/Parks/Utility Report
  - 4.3. Police Chief Report
  - 4.4. Fire Chief Report
  - 4.5. Community/Planning/Zoning Report
5. **Old Business**
  - 5.1. **Discussion and Action:** MTS Consulting Engineers Contract Mark Thompson
  - 5.2. **Discussion and Action:** Renewal of Wolfgram, Gamoke & Hutchinson, S.C., -Prosecutor Services for VOK Municipal Court.
  - 5.3. **Discussion and Action:** Straub vs Henry Moeschler and Moeschler Trust and Village of Kronenwetter - Petition for Writ of Certiorari
  - 5.4. **Discussion and Action:** TID 2 Strategic Plan 2023-24.
6. **Consent Agenda:**
  - 6.1. Approval of January 23, 2023 Village Board Meeting Minutes
  - 6.2. Approval of January 30, 2023 Village Board, RDA, UC and APC Combined Meeting Minutes
  - 6.3. Attorney Billing – Month of January
7. **Previous Meeting Minutes from Commissions and Committees**
  - 7.1. January 02, 2023 CLIPP Minutes
  - 7.2. January 03, 2023 UC Minutes
  - 7.3. January 17, 2023 APC Minutes
8. **New Business:**
  - 8.1. **Discussion and Action:** Scope of Work for CLA GASB #87
  - 8.2. **Discussion and Action:** Assignment of CLIPP Member for Vacant Position
  - 8.3. **Discussion and Action:** Wage Rate for Police Chief and Lieutenant - APC Recommendation
  - 8.4. **Discussion and Action:** Approval of Village of Kronenwetter Employee Handbook
  - 8.5. **Discussion and Action:** Authorization of Staff to Solicit Attorneys for General Legal Counsel
  - 8.6. **Discussion and Action:** Land for Future Village Waste Site – CLIPP Recommendation
  - 8.7. **Discussion and Action:** Approval of Village Administrator Job Description – APC Recommendation

➤ *Posted: 02/09/2023 Kronenwetter Municipal Center and [www.kronenwetter.org](http://www.kronenwetter.org)  
Faxed: WAOW, WSAW, WSAU, and Mosinee Times  
Emailed: Wausau Daily Herald*

➤ *NOTE: Requests from persons with disabilities who need assistance to participate in this meeting or hearing should be made at least 24 hours in advance to the Village Clerk's office at (715) 693-4200 during business hours.*



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- 8.8. **Discussion and Action:** Lift Station #7 – Pump Replacement – UC Recommendation
- 8.9. **Discussion and Action:** Set Date for Open Book & BOR & Designate Board Member for Board of Review Training
- 8.10. **Discussion and Action:** Reference: Fire Department Standard Operating Guidelines
- 8.11. **Discussion and Action:** Update Chapter 50 – Emergency Medical Services & Update Chapter 66 – Fire Department Ordinances
- 9. **Consideration of Motion to convene into closed session pursuant to Wis. Stat. §19.85(1)(c), Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. – to wit “Village Administrator Inquiry” & - to wit “Finance Director Evaluation”**
- 10. **Consideration of Motion to Reconvene into Open Session**
  - 10.a. **Discussion & Action:** Village Administrator Inquiry
  - 10.b. **Discussion & Action:** Finance Director Evaluation
- 11. **Discussion:** Role of Interim Administrator
- 12. **Discussion and Action:** Hiring of Village Administrator
- 13. **Consideration of Items for Future Agendas**
- 14. **Adjournment**

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<b>MEETING DATE:</b> 02/13/2023	<h1>REPORT TO VILLAGE BOARD</h1>		<b>AGENDA ITEM #</b> 3.1
<b>PRESENTING COMMITTEE:</b> APC & UC	<b>COMMITTEE CONTACT:</b> Ken Chameski & Chris Voll	<b>STAFF CONTACT:</b> Roger Habeck, Finance Dir. Duane Gau, Interim Administrator	<b>PREPARED BY:</b> Roger Habeck Finance Dir. Duane Gau, Interim Administrator
<b>ISSUE:</b> Approve 2023 Water/Sewer Budget			
<b>PROPOSAL:</b> Approve 2023 Water/Sewer Budget that was presented at January 30, 2023 APC-UC-RDA joint meeting			
<b>ADVANTAGES:</b> Budget approval to manage the water/sewer operations.			
<b>DISADVANTAGES:</b> N/A			
<b>ITEMIZE ALL ANTICIPATED COSTS (Direct or Indirect, Start-Up/One-Time, Capital, Ongoing &amp; Annual, Debt Service, etc.)</b> N/A			
<b>RECOMMENDED ACTION:</b> Motion to approve 2023 Water/Sewer Budget			
<b>OTHER OPTIONS CONSIDERED:</b> N/A			
<b>TIMING REQUIREMENTS/CONSTRAINTS:</b> ASAP			
<b>FUNDING SOURCE(s) – Must include Account Number/Description/Budgeted Amt CFY/% Used CFY/\$ Remaining CFY</b> N/A			
<b>ATTACHMENTS (describe briefly):</b> Latest version from the joint UC-APC meeting. Attachments are limited do to cell locked and Roger was out Friday Sick.			

Water Fund		2019	2020	2021	2022	September 12, 2022	2022	2023	Forecast	2023 Assumptions:	%	2023	2024	2025	2026	2027	Assumption:
Account Number	Account Description	Actual	Actual	Actual	Budget	Actual	Projected	Budget	Code		Change	Projected	Projected	Projected	Projected	Projected	Explanation of Change
<b>Beginning Fund Balance</b>		<b>10,218,813</b>	<b>10,261,506</b>	<b>10,154,021</b>	<b>10,076,198</b>	<b>10,339,549</b>	<b>10,076,198</b>	<b>10,294,172</b>			-1%	<b>10,076,198</b>	<b>9,675,379</b>	<b>9,550,297</b>	<b>9,394,928</b>	<b>9,254,888</b>	
<b>Operating Revenues</b>																	
601-00-40800-100-000	Fire Protection Taxes	-44%	14%	-	-	-	-	-	Z			-	-	-	-	-	
601-00-40800-200-000	Water Tax Roll	-	-	-	-	-	-	-	Z			-	-	-	-	-	
601-00-40800-300-000	Sewer Tax Roll	-	-	-	-	-	-	-	Z			-	-	-	-	-	
601-00-46100-461-000	Metered Sales - Residential	441,686	479,438	446,101	483,855	272,700	455,686	465,000	R2	Increase in residential housing	8%	498,370	513,322	528,721	544,583	560,920	Increase in residential housing
601-00-46100-461-200	Metered Sales - Commercial	36,149	47,113	36,510	47,475	33,251	54,963	56,000	R2	Small increase	30%	48,899	50,366	51,877	53,433	55,036	Small increase
601-00-46100-461-300	Metered Sales - Industrial	10,925	12,488	14,214	14,164	9,047	14,435	14,750	R2		0%	14,589	15,027	15,478	15,942	16,420	
601-00-46100-462-000	Private Fire Protection	3,573	4,594	2,600	2,600	12,231	18,184	18,000	L		0%	2,600	2,600	2,600	2,600	2,600	
601-00-46100-463-000	Public Fire Protection	128,793	134,131	119,563	123,150	70,924	117,189	120,000	R2		3%	126,845	130,650	134,570	138,607	142,765	
601-00-46100-463-030	Industrial Fire Protection	-	433	-	-	-	-	-	Z			-	-	-	-	-	
601-00-46100-463-200	Commercial Fire Protection	-	-	-	-	-	-	-	Z			-	-	-	-	-	
601-00-46100-463-300	Multifam Resids - Fire Protect	-	-	-	-	-	-	-	Z			-	-	-	-	-	
601-00-46100-464-000	Metered Sales/Public Authority	1,478	1,474	1,591	1,639	455	693	750	R2		3%	1,688	1,739	1,791	1,845	1,900	
601-00-46100-465-000	Metered Sales - Multifam Resid	65,660	70,894	55,167	56,822	41,625	74,229	78,000	R2	Increase Glade, SCS	3%	58,526	60,282	62,091	63,953	65,872	SC Swiderski apts
601-00-46100-470-000	Forfeited Discounts	314	1,443	2,172	2,172	-	-	-	A		0%	1,022	1,022	1,022	1,022	1,022	
601-00-46100-472-000	Cell Tower Rent on Water Tower	28,000	28,000	28,000	31,360	31,360	31,360	31,360	L	Updated per 2022 contract	12%	31,360	31,360	31,360	31,360	31,360	
<b>Total Operating Revenues</b>		<b>716,578</b>	<b>780,008</b>	<b>705,919</b>	<b>763,237</b>	<b>471,592</b>	<b>766,738</b>	<b>783,860</b>	<b>57,318</b>		8%	<b>783,900</b>	<b>806,368</b>	<b>829,510</b>	<b>853,345</b>	<b>877,896</b>	
<b>Operating Expenses</b>																	
601-00-50999-000-000	Pension Expense	3,867	151	(10,914)	-	-	-	-	Z			-	-	-	-	-	
601-00-53600-403-000	Depreciation Expense - Water	208,169	208,635	210,182	212,331	136,250	204,376	206,311	S	Not a cash entry - recording purposes only	1%	216,578	220,909	225,327	229,834	234,431	
601-00-53600-601-001	Purchased Water - Engineering	-	-	1,547	176,975	-	-	-	C	Remainder of Phase 1		180,515	184,125	187,807	191,563	195,395	
601-00-53600-605-001	Maintenance of Water Source	-	34,837	70	-	-	-	-				-	-	-	-	-	
<b>Pumping Expense</b>																	
601-00-53600-620-001	PW Director Wages-Water	3,814	1,220	2,667	3,328	1,427	1,867	4,858	*		25%	4,858	4,956	5,055	5,156	5,260	
601-00-53600-620-002	PW Director FICA-Water	260	124	191	340	97	125	372	*		78%	372	380	387	395	403	
601-00-53600-620-003	PW Crew Salaries Water	3,518	-	318	3,787	55	83	4,361	*	See Salaries and Fringe worksheet	1092%	4,361	4,430	4,499	4,569	4,640	
601-00-53600-620-004	PW Crew FICA Water	-	-	23	290	4	6	334	*		1137%	334	344	350	355	355	
601-00-53600-620-005	Utility Operator Wages - Water	-	-	10,381	21,437	19,085	26,248	20,812	*			20,812	21,228	21,653	22,086	22,387	
601-00-53600-620-006	Utility Operator FICA - Water	-	-	112	1,331	926	1,250	1,317	+			1,317	1,343	1,369	1,396	1,424	
601-00-53600-620-007	OIC Pumping	38,916	39,899	-	-	-	-	-	S			-	-	-	-	-	MTS contract
601-00-53600-620-008	Utility Operator-Paid on Call	-	-	5,500	-	3,915	6,543	7,000				-	-	-	-	-	
601-00-53600-620-009	Utility Operator-Paid on Call FICA	-	-	442	-	294	491	550				-	-	-	-	-	
601-00-53600-620-010	Utility Operator-Paid on Call Retire	-	-	189	-	904	2,135	2,300				-	-	-	-	-	
601-00-53600-620-011	Utility Operator - PT Wages	-	-	-	2,990	-	-	-		New In Budget-See Salaries and Fringe worksheet		-	-	-	-	-	
601-00-53600-620-012	Utility Operator - PT FICA	-	-	-	229	-	-	-				229	(0)	(0)	(0)	(0)	
601-00-53600-622-001	Riser Wausau Energy	-	-	-	-	-	-	-	Z			-	-	-	-	-	Fuel for Generators
601-00-53600-622-002	WPS Electric	18,620	22,502	21,556	22,947	15,732	28,312	32,000	U	Increased rates	6%	23,635	24,344	25,075	25,827	26,602	Well houses & Water Dept. Shop
601-00-53600-622-003	WPS Gas	2,041	2,120	2,246	3,060	2,186	2,614	3,500	U	Increased rates	36%	3,152	3,246	3,344	3,444	3,547	Heat for Well houses
601-00-53600-623-001	Operation Supplies & Expense	244	1,610	1,159	1,061	-	-	1,200	C		-8%	1,082	1,104	1,126	1,148	1,171	Projected expense
601-00-53600-623-002	Telephone Exp-Wellhouse	1,412	1,219	1,146	1,220	1,159	1,300	1,300	S		6%	1,244	1,269	1,295	1,321	1,347	Telephone bill split between water (70%) & sewer (30%)
601-00-53600-625-001	Maintenance of Pumping Plant	3,594	1,321	3,473	2,000	780	1,170	3,000	*		-42%	37,000	2,000	2,000	2,000	2,000	
601-00-53600-625-002	Purchased Water	-	-	-	246,098	-	-	-				251,020	50,000	50,000	50,000	50,000	
<b>Water Treatment Expense</b>																	
601-00-53600-630-010	Marathon Co Health Lab	776	1,045	1,551	2,341	726	1,045	1,200	S	Water sampling DNR Req.	51%	2,388	2,436	2,484	2,534	2,585	Wellhead monitoring well samples
601-00-53600-630-011	OIC Treatment	6,469	6,650	-	-	1,129	1,129	7,000	S	MTS Well Study Assistance		-	-	-	-	-	MTS contract
601-00-53600-631-001	Chemicals	17,679	21,675	21,694	20,808	19,930	29,622	21,224	C	Chemicals for water treatment	-4%	21,224	21,649	22,082	22,523	22,974	Well House water treatment
601-00-53600-632-001	Operation Supplies & Expenses	392	795	3,515	1,500	621	836	1,000	C		-57%	1,530	1,561	1,592	1,624	1,656	Maintenance at well houses
601-00-53600-632-002	Capital Projects	-	-	-	1,780,000	-	-	-	*	Water Filtration plant 2024		25,000	-	-	-	-	650,000
<b>Transmission and Distribution Expense</b>																	
601-00-53600-640-001	PW Director Dist Wages	3,413	1,621	2,667	3,327	1,427	1,867	4,858	*		25%	4,858	4,955	5,054	5,156	5,260	
601-00-53600-640-002	PW Director Dist FICA	260	124	191	340	97	125	372	*		78%	372	380	387	395	403	
601-00-53600-640-003	Utility Operator Dist Wages	-	-	9,052	21,437	8,181	11,426	20,812	*	See Salaries and Fringe worksheet	137%	20,812	21,228	21,653	22,086	22,387	
601-00-53600-640-004	Utility Operator Dist FICA	-	-	-	1,331	598	835	1,317	+		#DIV/0!	1,317	1,343	1,369	1,396	1,424	
601-00-53600-640-005	Utility Operator - PT Wages	-	-	-	2,990	-	-	-				-	-	-	-	-	
601-00-53600-640-006	Utility Operator - PT FICA	-	-	-	229	-	-	-				229	(0)	(0)	(0)	(0)	
601-00-53600-640-203	Land Purchase	-	-	-	-	-	-	-	Z			-	-	-	-	-	
601-00-53600-641-001	Operation Supplies & Expense	828	4,307	(7,460)	3,500	-	-	3,570	C	Purchase of tools	-147%	3,570	3,641	3,714	3,789	3,864	Field supplies
601-00-53600-641-002	Water Sampling Expense	2,377	8,119	4,163	5,300	2,631	3,946	8,000	S	PFAS Testing	27%	5,406	5,514	5,624	5,737	5,852	VOC's, Pesticides, Lead, Copper, etc.
601-00-53600-641-003	Capital Outlay Equipment	-	-	134	-	-	-	10,000	*	See below - split with Sewer Utility	-100%	25,000	-	25,000	-	-	1/2 GIS system with sewer
601-00-53600-650-001	Maint of Distribution Reserv	-	493	-	1,040	-	-	1,000	S		#DIV/0!	1,061	1,082	1,104	1,126	1,148	For misc. tower expenses \$1k annually
601-00-53600-650-002	Water Storage	2,179	3,192	-	4,000	7,500	11,250	50,000	#DIV/0!		#DIV/0!	40,800	41,616	42,448	43,297	44,163	
601-00-53600-651-001	Maintenance of Mains	1,224	1,519	134	-	43	2,574	4,600	S	Water Town Insp./Cleaning	3247%	4,590	4,682	4,775	4,871	4,968	
601-00-53600-651-002	PW Crew Salaries-Maintenance	3,518	-	-	3,787	-	-	4,361	*	See Salaries and Fringe worksheet	#DIV/0!	4,361	4,430	4,499	4,569	4,640	
601-00-53600-651-003	PW Crew FICA Maintenance	-	59	-	290	-	-	334	*		#DIV/0!	229	339	344	350	355	
601-00-53600-651-004	OIC Mains	43,989	39,012	-	-	-	-	-	S			-	-	-	-	-	MTS contract
601-00-53600-652-001	Maintenance of Services	2,235	5,586	812	5,000	10,861	11,050	5,000	S	Replacement/Maintenance curb stops	515%	5,100	5,202	5,306	5,412	5,520	Replacement of damaged curb stops/service lines
601-00																	

3.1b

Sewer Fund											
Fund 650											
Account Number	Account Description	2019 Actual	2020 Actual	2021 Actual	2022 Proposed	September 12, 2022 Actual	2022 Projected	2023 Proposed	Forecast Code	2023 Assumptions:	% Change
<b>Beginning Fund Balance</b>		10,874,153	10,765,542	10,683,517	10,767,142		10,767,142	10,622,142			1%
<b>Operating Revenues</b>											
650-00-48000-300-000	Sewer Tax Roll	-	-	-	-	-	-	-	Z		
650-00-46200-622-001	Metered Sales-Residential	450,935	485,290	-	-	-	424,793	435,000	R2		#DIV/0!
650-00-46200-622-002	Metered Sales-Commercial	38,845	60,515	485,030	407,191	276,275	-	54,360	R2		2%
650-00-46200-622-003	Metered Sales-Industrial	14,731	15,659	53,850	41,524	34,282	15,697	16,500	R2		-23%
650-00-46200-622-005	Metered Sales - Multifam Res	88,057	102,050	16,153	19,669	11,316	96,802	99,000	R2		22%
650-00-46200-623-000	Metered Sales-Public Auth	1,611	1,608	107,806	90,696	60,498	1,546	1,500	R2		-16%
650-00-46200-631-000	Forfeited Discount	6,350	4,667	1,649	1,639	833	4,692	4,500	A		-1%
650-00-46200-635-000	Other Sewerage Revenue	45,222	24,500	5,377	5,547	3,390	-	-	L		3%
<b>Total Operating Revenues</b>		<b>646,051</b>	<b>684,290</b>	<b>669,873</b>	<b>656,266</b>	<b>386,594</b>	<b>597,889</b>	<b>611,500</b>		(13,607)	-2%
<b>Operating Expenses</b>											
650-00-53650-403-000	Depreciation Expense-Sewer	217,692	219,926	222,261	219,926	143,870	217,957	218,000	S		-1%
650-00-53650-850-001	PW Crew Salaries & Wages	10,661	-	196	11,475	-	-	13,217	*		5755%
650-00-53650-850-002	PW Crew FICA	-	-	15	878	-	-	1,011	*		5955%
650-00-53650-850-004	PW Crew Insurance	6,568	3,653	4,112	3,715	2,072	3,108	3,778	*		-10%
650-00-53650-850-005	PW Crew Retirement	-	-	13	746	-	-	899	*		5539%
650-00-53650-850-006	Utilities Clerk Salaries/Wages	15,308	15,661	16,085	16,312	11,002	15,748	18,728	*		1%
650-00-53650-850-007	Utilities Clerk FICA	1,068	1,194	1,189	1,249	806	1,155	1,433	*		5%
650-00-53650-850-008	Utilities Clerk Health Ins	5,783	6,573	7,462	7,429	2,735	4,102	7,556	*		0%
650-00-53650-850-009	Utilities Clerk Retirement	5,081	1,214	1,099	1,060	540	761	1,274	*		-4%
650-00-53650-850-010	Utilities Clerk EAP Fringe	9	13	13	13	3	5	14	*		-4%
650-00-53650-850-011	PW Director Salaries & Wages	46,395	34,461	28,771	46,589	23,826	33,793	24,293	*	See Salaries and Fringe Worksheet	62%
650-00-53650-850-012	PW Director FICA	2,514	2,646	2,058	3,991	1,646	2,330	1,859	*		94%
650-00-53650-850-013	PW Director Health Insurance	6,652	7,020	15,828	11,201	18,336	27,504	5,666	*		-29%
650-00-53650-850-014	PW Director Retirement	2,265	2,475	1,970	3,390	1,530	2,169	1,653	*		72%
650-00-53650-850-015	Utility Operators Salaries & Wages	-	-	61,949	86,941	50,275	70,439	86,019	*		
650-00-53650-850-016	Utility Operators FICA	-	-	4,540	6,650	3,628	5,071	6,574	*		
650-00-53650-850-017	Utility Operators Health Insurance	-	-	(124)	18,575	(514)	(771)	18,888	*		
650-00-53650-850-018	Utility Operators Retirement	-	-	3,385	3,838	2,698	3,842	3,930	*		
650-00-53650-850-019	Utility Operator Paid On Call	-	-	-	-	-	-	-	*		
650-00-53650-850-020	Utility Op-Paid on Call FICA	-	-	-	-	-	-	-	*		
650-00-53650-850-021	Utility Op-Paid on Call Retire	-	-	-	-	-	-	-	*		
650-00-53650-850-022	Utility Operator - PT Wages	-	-	-	11,960	-	-	26,000		Should be in Salary Sheet	
650-00-53650-850-023	Utility Operator - PT FICA	-	-	-	915	-	-	1,989		Should be in Salary Sheet	
650-00-53650-821-001	Wisconsin Public Service-Elec	22,168	22,672	20,386	25,469	15,383	23,075	25,000	S	Increased rates	25%
650-00-53650-821-002	Wisconsin Public Service-Gas	225	249	175	265	132	199	300	S		51%
650-00-53650-826-000	Capital Outlay Equipment	-	647	2,174	20,000	-	-	-	*		820%
650-00-53650-827-001	Operation-Telephone Exp	5,325	5,509	5,383	5,837	3,223	4,465	6,000	S	Increased rates	8%
650-00-53650-827-002	Membership/Service Contracts	-	-	-	-	-	-	-	S		
650-00-53650-831-000	Maintain of Collecting System	46,934	56,380	17,065	30,000	16,507	24,761	30,000	S	\$30k CMAR 20%/yr	76%
650-00-53650-832-000	Maintenance of Stations	80,728	110,463	11,167	50,000	43,390	65,086	15,000	S		348%
650-00-53650-850-009	Utilities Clerk Retirement	-	-	(9,763)	-	-	-	-			
650-00-53650-851-001	Office Supplies Expense	894	469	2,023	500	601	855	700	C		-75%
650-00-53650-851-002	Postage Expense	4,365	4,945	3,945	4,457	2,259	3,389	3,389	C	split w/ water	13%
650-00-53650-851-003	Office-Phone Expense	444	300	537	452	366	478	478	C	split w/ water	-16%
650-00-53650-851-004	Copy Expense	-	-	-	318	-	-	500	C		#DIV/0!
650-00-53650-851-005	Billing Supplies	326	422	310	531	230	345	500	C		71%
650-00-53650-851-006	Internet Access	422	697	617	600	475	712	1,200	S		-3%
650-00-53650-851-007	Bank Fees	-	124	-	3,161	1,810	2,716	2,000		Adding in investment fees	
650-00-53650-851-008	Equipment Parts & Maintenance	-	-	2,220	-	3,011	4,517	4,000			
650-00-53650-851-009	Computer Supplies & Expenses	-	-	-	1,750	-	-	1,500		Laptop & 365 Licenses split w/ water	
650-00-53650-851-010	Uniforms	-	-	354	288	450	548	575			
650-00-53650-852-001	Accounting Services	5,113	5,386	5,306	5,306	5,333	8,000	6,000	S		19%
650-00-53650-852-002	Engineering Services	-	1,773	-	15,546	-	-	15,000	S	Rate Study	
650-00-53650-852-003	Legal Services	-	-	-	-	-	-	1,100	S		
650-00-53650-852-004	Rib Mt Sewerage District	227,187	225,107	227,138	239,613	163,592	215,192	260,000	S	8% Increased rates	5%
650-00-53650-852-005	Diggers Hotline	6,089	1,756	1,922	1,061	508	762	1,100	S		-45%
650-00-53650-852-006	Operator in Charge	8,625	8,866	-	-	-	-	-	S		
650-00-53650-852-008	Pipeline Newsletter	859	830	-	531	1,021	1,532	1,000	C	consumer confidence	-35%
650-00-53650-852-010	Meter Reading Share	15,093	11,083	-	-	-	-	-	C		
650-00-53650-853-000	Insurance Expense	1,652	9,581	1,912	2,123	1,585	2,377	3,000	*	See Insurance Worksheet	11%
650-00-53650-856-000	Misc General Expense	14,389	14,731	14,536	8,000	91	136	8,000	C		-45%
650-00-53650-856-001	Education/Seminars Expense	637	451	639	531	384	576	2,500	S		-17%
650-00-53650-856-002	Mileage - Sewer Utility	82	-	182	106	3	5	1,500	S		-42%
650-00-53650-856-003	Fuel	-	-	2,689	3,000	1,799	2,699	8,000	C		
650-00-53650-856-013	Recruiting Expense	-	-	719	2,378	142	-	1,000	Z		
650-00-53650-857-001	Capital Improvements	4,648	-	-	-	-	-	-	*		#DIV/0!
<b>Total Operating Expenses</b>		<b>766,199</b>	<b>777,278</b>	<b>682,452</b>	<b>878,676</b>	<b>524,753</b>	<b>749,637</b>	<b>842,121</b>			29%
<b>Operating Income (Loss)</b>		<b>(120,148)</b>	<b>(92,988)</b>	<b>(12,579)</b>	<b>(222,410)</b>	<b>(138,159)</b>	<b>(151,748)</b>	<b>(230,621)</b>			1668%
<b>Nonoperating Revenues</b>											
650-00-48000-001-100	Interest & Dividend Income	15,710	11,689	7,635	11,000	3,882	6,748	21,000	R2		44%
650-00-48000-001-196	Special Assessment Interest	-	-	-	-	-	-	-	Z		
650-00-48000-000-000	Miscellaneous Revenue	-	750	-	-	-	-	-	Z		
<b>Total Nonoperating Revenues</b>		<b>15,710</b>	<b>12,439</b>	<b>7,635</b>	<b>11,000</b>	<b>3,882</b>	<b>6,748</b>	<b>21,000</b>			44%
<b>Income (Loss) Before Contributions and Transfers</b>		<b>(104,438)</b>	<b>(80,549)</b>	<b>(4,944)</b>	<b>(211,410)</b>	<b>(134,277)</b>	<b>(145,000)</b>	<b>(209,621)</b>			4176%
<b>Capital Contributions and Transfers</b>											
650-00-46400-421-000	Contributed Assets	-	34,063	83,971	-	-	-	-	Z		
650-00-59000-100-000	Transfer to General Fund	(4,172)	(4,801)	4,599	-	-	-	-	Z		
650-00-59000-300-000	Transfer to Debt Service	-	-	-	-	-	-	-	Z		
<b>Change in Net Position</b>		<b>(108,611)</b>	<b>(51,287)</b>	<b>83,625</b>	<b>(211,410)</b>	<b>(134,277)</b>	<b>(145,000)</b>	<b>(209,621)</b>			-353%
<b>Prior Period Adjustment</b>											
<b>Ending Fund Balance</b>		<b>10,765,542</b>	<b>10,714,255</b>	<b>10,767,142</b>	<b>10,555,732</b>		<b>10,622,142</b>	<b>10,412,521</b>			-2%

Hi Ken

See my responses below. I hope the information below answers all of your questions completely.

Roger

Roger Habeck, CMA  
Treasurer / Finance Director



1582 Kronenwetter Drive  
Kronenwetter WI 54455  
(715) 693-4200 x105  
(715) 693-4202 Fax  
[www.kronenwetter.org](http://www.kronenwetter.org)

**From:** Ken Charneski <[kcharneski@kronenwetter.org](mailto:kcharneski@kronenwetter.org)>  
**Sent:** Wednesday, February 8, 2023 10:01 AM  
**To:** Roger Habeck <[rhabeck@kronenwetter.org](mailto:rhabeck@kronenwetter.org)>; Duane Gau <[dgau@kronenwetter.org](mailto:dgau@kronenwetter.org)>  
**Cc:** Chris Voll <[cvoll@kronenwetter.org](mailto:cvoll@kronenwetter.org)>  
**Subject:** Re: Special APC Meeting

Roger,

I understood that we were going to cancel the Wood Trust contract, then take the assets which are mostly CD's, and then deal with withdrawing from each CD in-house. *In having discussion with Wood Trust, we would have had to complete a significant amount of paperwork to move control of our CD's to direct control of the Village to allow us to redeem them directly. It was my understanding that due to the low interest rate that we were to redeem the CD's and move to other investments as this would pay off the penalties in a very short period of time. Having control of the individual CD's direct with the existing banks would have taken a significant amount of time and it was more expeditious to have them redeem the CD's early for the Village.*

Since we never found out how Wood Trust ever arrived at their monthly fees, do we know what they are charging for this additional service of cashing out of these CD's? Or the cost of wiring the money? Is that a flat fee? *The monthly was provided to us by Wood Trust. It was .50% per year of the market value of our account balance. There was not an additional fee for cashing out of the CD's by Wood Trust. The only cost were the penalties which each bank assessed due to the early redemption of the CD's. There also is not a cost for the wire of the funds from Wood Trust.*

Do we have the documentation from the various banks that went with each of these CD's for verification purposes? *Ken, the documentation we have is what is provided on our statement from Wood Trust which identifies the financial institutions and the balances, investment rate, and maturity date.*

Do we have an update on the verification and establishment of any new depositories? This is described in section III of policy FIN-005. *I have not looked into utilizing new depositories at this time to facilitate moving the funds into Incredible Bank which is currently paying a good interest rate on the cash accounts for the Village. Once the funds become available I will research options with both Incredible and LGIP which the Village already has established relationships with.*

Can we get a clear explanation of exactly how these shadow accounts work, and how the process maintains the FDIC coverage? *The Shadow Accounts work in the following manner. The General Checking account balance sweeps in or out to a zero balance at the end of each business day depending on whether it is positive or negative activity for the day. Incredible Bank has a network of institutions that are FDIC approved and the balances are at a maximum of \$250,000 for each account. The Tax Account works the same way, but maintains a balance of \$250,000 in the account. I am attaching the statements for the shadow Accounts for your review.*

Thanks,  
Ken

## FEBRUARY 2023 DPW/Utility Manager Report

Dan Hekrdle, Director of Public Works/Utility Manager

- Well #3 study-MTS Mark Thompson has been working with the village on signing his contract for 2023 and to move forward with looking at the water quality locations of our future well #3 site.
- Lift station #7 has had multiple alarms lately, showing the aging process, we are looking on moving up LS #7 pumps for our first lift station replacement for 2023.
- Collecting data for our water/sewer rate increase. This will be an involvement with PSC on the water end. Looking more like at a yearly increase over a one-year large rate increase for the Village of Kronenwetter residents.
- DPW and PW lead crew will be working together on upgrades and plans at the village parks. Public Works has already giving a park conditions report to committees.
- Becher/Hoppe has submitted the water filtration plant design to the village, the UC Committee will look this over and make any changes and approval for our next UC meeting.
- 2022-year invoices. Should have them in and completed by end of January/February.
- Developed and posted RFP for the request for proposals for lift station assessment and future Capacity Study. The 4 RFP's will be looked at by UC Committee for approval and recommendation to the village board. This will help with our 10-year lift station repairs & replacement plan for the future.
- Request by UC Committee to look into water and sewer billing monthly for village business and residential in the village of Kronenwetter.
- Working on requests for grant programs for water Utility projects. Becher/Hoppe is waiting on submitting possibly the Safe Drinking Water Fund Grant.



- Working on a new smaller sign with Graphics House for Seville Park. Received sign and public works will install asap. (weather permitting)
- Worked on our park/field rental fees for Village of Kronenwetter. The committee feels we should be able to bring in some revenue to help out with the maintenance cost to the parks system.
- Water & Sewer Rate study. The sewer rate will need to go through UC Committee and Village board for approval. Water will need to go through PSC and an engineer.
- Sanitary Survey Report has been completed. This study helps with Wisconsin municipalities receiving grants and loans on sanitary projects.



# KRONENWETTER POLICE DEPARTMENT

Office of the Chief of Police

Executive Summary for Feb. 2023 Board Meeting



**TO: VILLAGE BOARD MEMBERS**

- 1. DEPARTMENT ACTIVITY SUMMARY** –In January, we handled 476 total calls for service. Some highlights included the following:
  - An OWI arrest after a driver crashed his car on the highway at 8:22 am. His preliminary breath test was .13. He was processed and released to a responsible (sober) party.
  - A mental health welfare check that resulted in a patient being taken to the Health Care Center for evaluation.
  - A disturbance call at 4:00 am to an apartment complex that resulted in a disorderly conduct citation.
  - A warrant arrest and citation for misuse of 911 after a caller with a warrant repeatedly called the 911 center and was disorderly and profane at times.
  - A forgery investigation at a local business. This case is still under investigation.
  - A theft of prescription medication, which is also still under investigation.
  - A domestic dispute that resulted in the arrest of a subject for domestic disorderly conduct.
  - An identity theft and a fraud (scam) complaint. The victim in the fraud complaint was scammed out of thousands of dollars after meeting an online “boyfriend,” who bilked her for a significant amount of money. Both cases are still under investigation.
  - A pair of animal complaints, one of which was a dog bite.

- 2. DEPARTMENT PERSONNEL ISSUES & STATUS** – We completed a round of interviews with our police officer candidates and we have both good news and bad news. The bad news is only one person survived the PFC interviews and that left us with only one candidate. The good news is she looks like an excellent candidate and we have extended a conditional job offer to her contingent upon successful completion of the medical and psychological screening.

I made another recruiting stop at Mid-State Technical College on January 27<sup>th</sup>, and I feel optimistic that we will get additional applications out of this second posting. The director of the police academy was gracious enough to give me a short time slot in their busy schedule to talk to the current class and tell them everything we had to offer. The candidate we just gave the conditional job offer to is a member of that class as well.

We had two officers and the lieutenant attend a free one-day training that the DA’s Office hosted for trial preparation. This class covers the basics of trial testifying and the afternoon is filled with a mock trial so officers get a chance to put what they learned into practice without the stress of a real trial.

- 3 CURRENT GRANTS AND EQUIPMENT** – Even though we don’t have an estimated arrival date for the new squad car yet, we’re slowly stockpiling some of the equipment we’ll need for it. We just received the free police radio and free squad computer courtesy of the Sheriff’s Office, and Lt. Smart has been “shopping” junk yards for other serviceable equipment. He found a totaled Charger with a back seat that is in perfect condition and so he’s been in touch with the junk yard about getting that item.

We also needed to replace the driver’s seat in our SUV, and Lt. Smart found one at the junk yard (leather, power features) for \$90! He is a handyman, so he removed the old seat and put the new one in and the officers are amazed how nice it is!

# Jan. 2023 Calls for Service Info

## Events by Nature Code by Agency

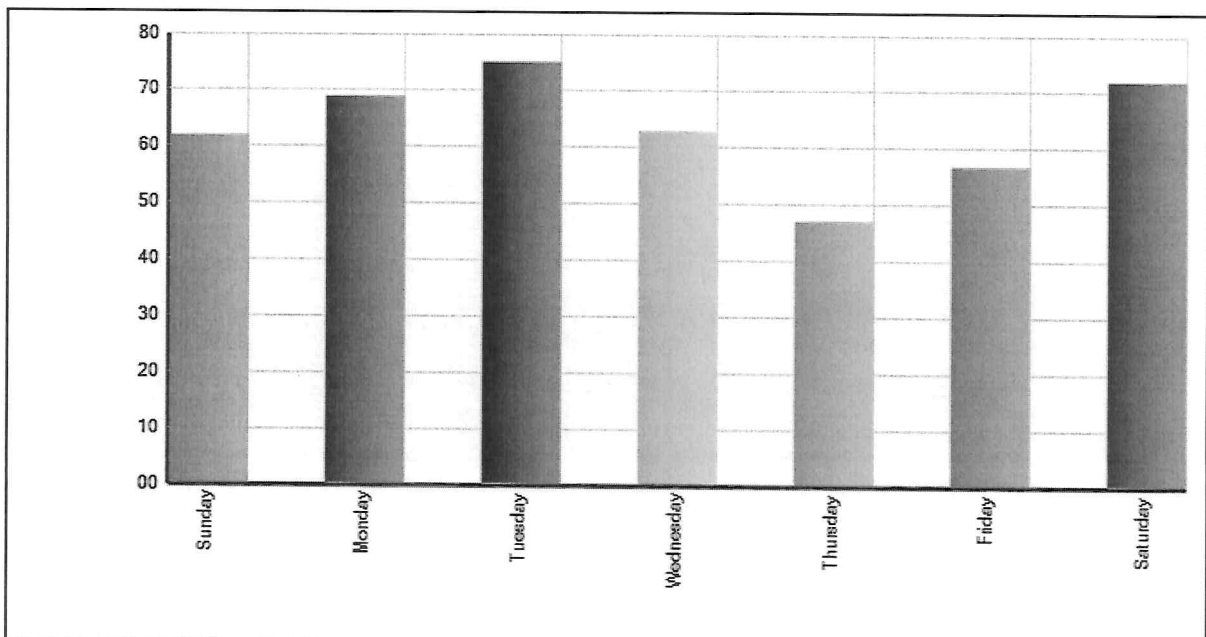
Agency	Nature Code	Count
KP	911 HANG UP	16
	ALARMS	2
	ANIMAL COMPLAINT	5
	BUSINESS SECURITY CHECK	36
	CIVIL COMPLAINT	1
	CRIMINAL MISCELLANEOUS	9
	DISABLED VEHICLE	21
	EXTRA PATROL	65
	FAMILY DISTURBANCE	1
	FIGHT	1
	FINGERPRINTING	3
	FIREWORKS COMPLAINT	1
	FOLLOW-UP INVESTIGATION	12
	GAS SKIP	1
	JUVENILE DISTURBANCE	3
	LOST AND FOUND	5
	MENTAL SUBJECT	3
	OPEN DOOR	1
	PARKING MISCELLANEOUS	4
	SCHOOL WALK THROUGH	8
	SERVICE MISCELLANEOUS	37
	SUSPICIOUS ACTIVITY	13
	TRAFFIC HAZARD	5
	TRAFFIC MISCELLANEOUS	4
	TRAFFIC STOP	99
	VEHICLE LOCKOUT	4
	WARRANT SERVICE	1
	WELFARE CHECK	10
	DISABLED VEHICLE	1
	HIT & RUN CRASH	2
	TRAFFIC CRASH PDO	11
	FIRE ALARM	6
	STRUCTURE FIRE	1
	VEHICLE FIRE	1
	DEAD ANIMAL	1
	ATTEMPT TO LOCATE	1
	FOLLOW-UP INVESTIGATION	1
	SERVICE MISCELLANEOUS	1
	SEXUAL ASSAULT	1
	TELEPHONE MESSAGE	5
	VACANT HOME CHECK	14
	VEHICLE ATL	2
	MEDICAL EMERGENCY	25
	MENTAL SUBJECT	1

# Jan. 2023 Calls for Service Info

**Summons/Citations Charge Summary**  
Agency: KRONENWETTER PD, Date Range: 01/01/2023 01

Charges	Count
ALLOWING DOGS/CATS TO RUN AT	1
DISORDERLY CONDUCT - MUNICIPAL	1
DISPLAY UNAUTH. VEH. REGISTRATION	2
EXCEEDING SPEED ZONES POSTED LIMITS	9
FAIL/STOP AT STOP SIGN	1
KNOWINGLY OPERATE WITHOUT LICENSE	1
MISUSE OF 911 EMERGENCY TELEPHONE	1
NON-REGISTRATION OF VEHICLE	11
OPERATE UNREGISTERED VEHICLE	3
OPERATE VEH. FAIL PREVENT LEAKING	1
OPERATE W/O CARRYING LICENSE	1
OPERATING A MOTOR VEHICLE W/O	2
OPERATING MOTOR VEHICLE W/O PROOF OF	2
OPERATING WHILE REVOKED	2
OPERATING WHILE SUSPENDED	5
OPERATING WHILE UNDER THE INFLUENCE	1
POSSESS DRUG PARAPHERNALIA	2
POSSESSION OF THC	2
SPEEDING IN 55 MPH ZONE	2
SPEEDING ON CITY HIGHWAY	4
UNREASONABLE AND IMPRUDENT SPEED	3
<b>Total:</b>	<b>57</b>

## Calls by Day of the Week



# 2019 thru 2022 Data Analysis

## KRONENWETTER FIRE DEPARTMENT

January 2023

### **Training:**

The fire department had 2 regular meetings in January

1/2/2023 – Annual Business Meeting – SOG's

1/16/2023 – CPR Annual refresher

EMS meetings:

1/12/2023 – LUCAS device training

1/26/2023 – Vitals, EMS Discussions

### **Fire Calls:**

The fire department was dispatched to 1 vehicle accidents in Kronenwetter and 1 in Mosinee, 6 alarm calls in Kronenwetter, 3 cancelled calls for Riverside and 1 vehicle fire in Kronenwetter.

For a total of 12 calls for January.

### **EMS Calls and Updates:**

32 EMS calls in January.

### **Vehicle/Equipment Updates:**

Ladder Truck was brought home on January 25<sup>th</sup>. Pierce is coming February 10-12<sup>th</sup> to train us on the truck. This training will allow us to understand all the workings of the truck. Additional training has been scheduled with NTC to provide us with the necessary training to satisfy state requirements. We do not yet have a date that we will be putting the truck in service – will update in the future.

### **Staffing:**

1 new hire started in January – he currently holds an EMS license and will be starting as a first responder and will take fire classes in the future. We currently have 3 additional applications outstanding waiting for interviews end of February. A recruitment event was attended at DCE high school. Will be looking into further opportunities for recruitment coming up.

### **Upcoming training and events:**

5 of our newest hires have started Firefighter 1 training with NTC – this will be completed in May 2023.

## 2019 thru 2022 Data Analysis

### KRONENWETTER FIRE DEPARTMENT JANUARY 2023

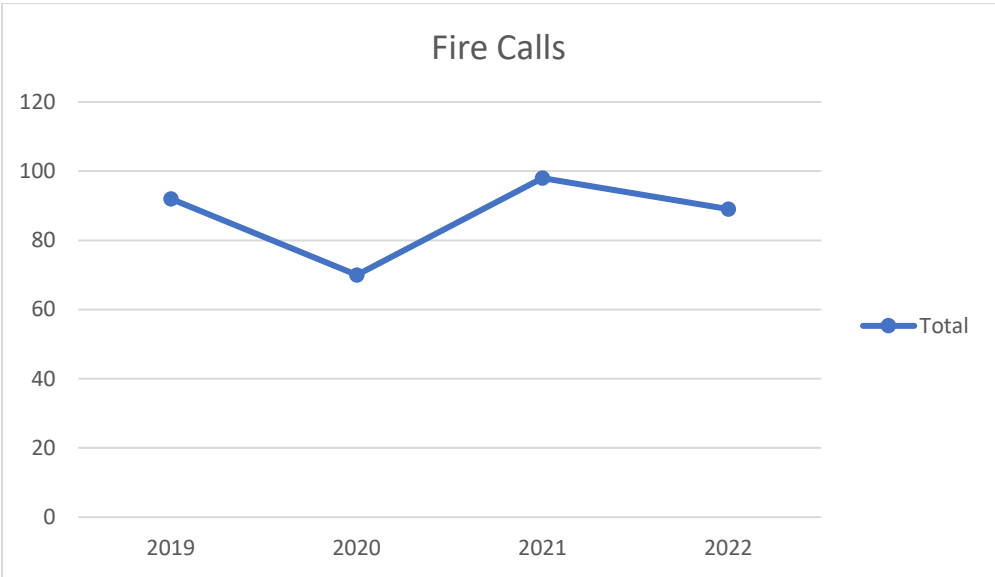
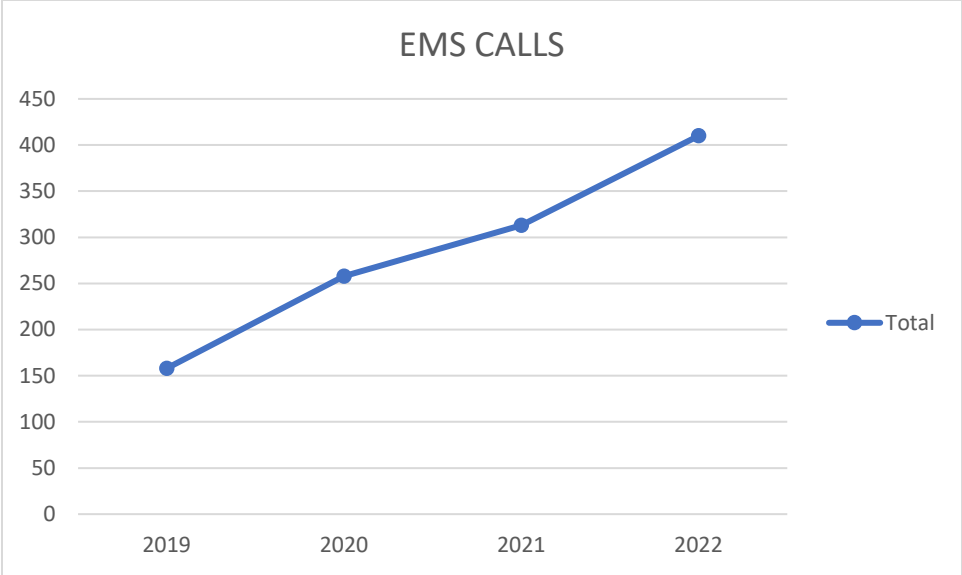
#### TOTAL FIRE EMERGENCY CALLS ENDING 01/31/2023

	Village	Guenther	Mutual Aid	Monthly Total	Year To Date
Vehicle Accidents	1		1	2	2
Chimney Fire				0	0
Grass/Brush Fire				0	0
Structure Fire				0	0
Weather				0	0
CO/Gas/Alarms	6			6	6
Car Fire	1			1	1
Other				0	0
Cancelled calls			3	3	3
<b>Total Calls</b>	<b>8</b>	<b>0</b>	<b>4</b>	<b>12</b>	<b>12</b>
Mutual Aid Received					
Mutual Aid Given/Dispatched					

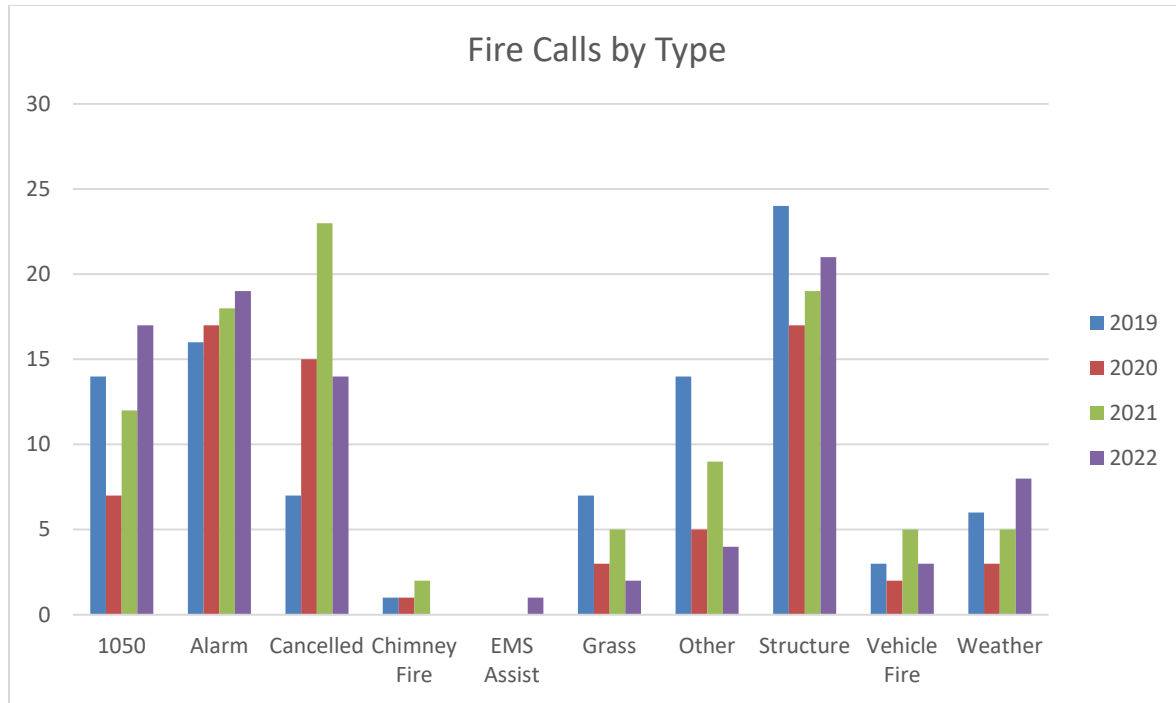
First Responder Calls	32	N/A	N/A	32	32
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				Monthly	Year To Date
Engine 1				4	4
Engine 2				1	1
Tanker 2				1	1
Rescue 6				2	2
Brush 1				0	0
Car 2				0	0
UTV				0	0

# 2019 thru 2022 Data Analysis



# 2019 thru 2022 Data Analysis





## **Community Development/Planning and Zoning Director Report**

February 13, 2023

Peter S. Wegner, Community Development/Planning and Zoning Director

- Revisions to Floodplain Ordinance.
- Meeting with Atanas with Heygov regarding new software for tracking (billing, reservations, permits...) 2/2/2023.
- Research/Discussions Development Inquiries.
- Review proposed Rezones and CSMs.
- Researched proposed text amendments.
- Met with Mike Block new UDC Inspector.
- Site Plan Revision – Mike Bieniek Communication Tower.
- Plan Commission Meeting 1/16/2023 – Wellhead Protection Plan (WHPP). Accessory Dwelling Units. Moveable Sheds.
- Village Board Meeting 1/23/2023 – Closed Session.
- Kowalski Road Ad Hoc Committee Meeting 1/26/2023 – Status of Floodplain maps. Options available to obtain a legal opinion or determination WI Stats 84.02(14).
- Joint Meeting with RDA/UC/APC 1/30/2023 – TIF #2 2019-2022 Recap & 2023 Projected Projects – Balance Sheet. Utility Capital Plan – Water and Sewer Projects. Loan Projections.
- Review Lift Station Assessment & Future Capacity Study RFPs.
- Interview Potential Village Administrator Candidate 2/1/2023
- CLIPP Meeting 2/6/2023 – Land for Future Waste Site. Parks Update/Repair Fundraising Project Survey.
- MCDEVCO Meeting 2/8/2023 – Introduction, services provided, POWTS program.
- RDA Meeting 2/9/2023 – TID 2 Strategic Plan.
- Continued learning of rules, regulations, policy, procedure, outstanding projects/issues and job responsibilities.

<b>MEETING DATE:</b> 2-13-2023	<b>REPORT TO VILLAGE BOARD</b>		<b>AGENDA ITEM #</b> 5.1												
<b>PRESENTING COMMITTEE:</b> UC	<b>COMMITTEE CONTACT:</b> Chris Voll	<b>STAFF CONTACT:</b> Dan Hekrdle, Director of Public Works/Utility Manager	<b>PREPARED BY:</b> Dan Hekrdle, Director of Public Works/Utility Manager												
<b>ISSUES:</b> Discussion & Approval: MTS Consulting Engineers Contract Renewal-Mark Thompson															
<b>OBJECTIVES:</b> Continuing services that MTS has work on from the past & present with the well study plan and any future plans/projects.															
<b>OBJECTIVES:</b> <p>MTS consulting engineers has been with the town/village maintaining the town/village for several years, there experience and knowledge of this village has been a great asset to this village. MTS has been contracted out by the town and now the village since September 1996 through December 2020, the village has taken over the utilities effective January 2021. MTS has sense been contracted out by the village for the years of 2021 &amp; 2022.</p> <p>MTS has proposed to establish a future Well Site Plan for an estimated cost of \$6,700.00. For any services there after, MTS would work for a rate per hour for any plans or projects that the village would like for MTS to work on. Here is MTS rate per hour:</p> <table border="0"> <tr> <td>Project Engineer</td> <td>\$145.00/hour</td> </tr> <tr> <td>Staff Engineer</td> <td>\$105.00/hour</td> </tr> <tr> <td>Administrative</td> <td>\$55.00/hour</td> </tr> <tr> <td>Drafting</td> <td>\$85.00/hour</td> </tr> <tr> <td>Surveyor</td> <td>\$95.00/hour</td> </tr> <tr> <td>Survey Crew</td> <td>\$130.00/hour</td> </tr> </table>				Project Engineer	\$145.00/hour	Staff Engineer	\$105.00/hour	Administrative	\$55.00/hour	Drafting	\$85.00/hour	Surveyor	\$95.00/hour	Survey Crew	\$130.00/hour
Project Engineer	\$145.00/hour														
Staff Engineer	\$105.00/hour														
Administrative	\$55.00/hour														
Drafting	\$85.00/hour														
Surveyor	\$95.00/hour														
Survey Crew	\$130.00/hour														
<b>PROPOSAL:</b> Make a Motion to approve MTS Consulting Engineer Contract for 2023.															
<b>ADVANTAGES:</b> Knowledge and history is beneficial to the village.															
<b>DISADVANTAGES:</b> None															
<b>ITEMIZE ALL ANTICIPATED COSTS (Direct or Indirect, Start-Up/One-Time, Capital, Ongoing &amp; Annual, Debt Service, etc.)</b> N/A															
<b>RECOMMENDED ACTION:</b> Make a Motion to approve MTS Consulting Engineers Contract for 2023.															
<b>OTHER OPTIONS CONSIDERED:</b> None															
<b>TIMING REQUIREMENTS/CONSTRAINTS:</b> N/A															
<b>FUNDING SOURCE(s) – Must include Account Number/Description/Budgeted Amt CFY/% Used CFY/\$ Remaining CFY</b> Account Number: 601-00-53600-923-002 Description: Engineering Services Budgeted Amount: (not approved yet) estimate of \$200,000.00 Allocated for all engineers for well study plan Spent to Date: 0 Percentage Used: N/A Remaining: N/A															
<b>ATTACHMENTS (describe briefly):</b> no															



Marathon Technical Services LLC  
1699 Schofield Ave. STE 115  
Schofield, WI 54476

Consulting Engineers  
Municipal Infrastructure, Site Design, and Commercial Building Design

December 13, 2022

Mr. Duane Gau, Interim-Administrator  
Village of Kronenwetter  
1582 Kronenwetter Drive  
Kronenwetter, WI 54455

RE: Future Well Site

Dear Mr. Gau,

We are pleased to respond to your request for professional engineering services for initial tasks in establishing a future well site. During the Village exploratory work between 2014 and 2018, a high capacity, good water quality well site could not be found south of Kowalski Road, in and around the current well field. Work did not extend north of Kowalski Road as water quality and quantity information was available from a 1988 test well near the current water tower. The site was not pursued as a well site for the Evergreen area water supply due to high mineral content in the groundwater. However, now that a water treatment plant is being designed for Well No. 2, the higher mineral content water from around the water tower site is off set by the available high-capacity quantity from the water tower well site.

The recently completed water metering station on CTH XX was intended to allow Well No. 2 to be taken completely off-line and replacing its production with purchased water from Rothschild. However, high PFAS levels in Rothschild are precluding the purchase of water and Well No. 2 remains online, but at a reduced production rate and with water blend with Well No. 1 water. Well Nos. 1 and 2 can meet the current normal daily demands, however, they are beginning to fail rule of thumb design guidelines, such as the FIRM capacity. With limited sites available to produce a high capacity well, it is important to continue exploring and securing future well sites.

Water chemistry testing was basic in 1988. Since then, pesticides, VOCs and PFAS, to name a few parameters, have been added as routine testing. The water tower site should be tested again. We would suggest the testing be completed soon, so that if the water quality is no longer suitable additional sites can be explored.

We believe the following tasks, regarding a future well, are required and in an order of priority.

- 1) Complete a well site investigation report for the water tower site.
- 2) Should the water tower site be acceptable, conduct additional water quality testing.

- 3) Should the water quality not be suitable, conduct additional test well work south and southeastward of the water tower.
- 4) Should the Rothschild PFAS issue not be resolved, and desirable water quality is not available to purchase via the metering station, then immediately begin design and construction of Well No. 3
- 5) Even if water is not purchased regularly from Rothschild, the SCADA system should be completed. The metering station should be put on-line and set to function if the Kronenwetter water tower reaches emergency low conditions.

We propose to provide all of the necessary professional engineering services required to begin the initial tasks needed to develop a future well site. We envision our major work tasks to be as follows.

- 1) Prepare and submit to the DNR a well site investigation report as required in NR811.09(4)(j)1.
- 2) Prepare specifications, bid documents and collect quotes to perform water quality testing at the water tower site.

We will complete the above scope of work, on a lump sum basis, as follows.

	<b>Study, Design &amp; Regulatory Approval Services</b>	<b>Lump Sum Fee \$</b>
1	Well Site Investigation	\$5,200
2	Test Well Quotes for Water Quality	\$1,500
	<b>Total Fees</b>	<b>\$6,700</b>

- The cost of regulatory plan review fees, community consultant fees, public hearing fees, permit costs, platting and recording fees are not included. The regulatory agencies are frequently amending and adding new fee structures and deferring plan reviews to consultants. These fees will be invoiced at their cost, at the time of the application. Or they may be billed directly to the developer by the regulatory agency.
- The Village will provide a list of all permitted private wells within 1,200 ft of the water tower site (generally at dwellings on parts of Tower Rd., Forsyth Rd., McAddoe Pl., Downing Dr., Tonawanda Rd., Courtland Dr., Pine Rd., Plantation Ln., and Norway Ln.)

We will be pleased to perform this work for you. If this proposal is acceptable, please sign one copy and return it for our files. Please contact us if you have any questions. We are able to meet with you and review the proposal if you so desire.

Sincerely,

*Mark W. Thompson*

Mark W. Thompson, PE  
Principal Member

Accept Proposal \_\_\_\_\_  
Village of Kronenwetter

## MARATHON TECHNICAL SERVICES, LLC

### 2023 BILLING RATES AND REIMBURSABLE EXPENSES

<u>CLASSIFICATION</u>	<u>RATE PER HOUR</u>
Project Engineer	\$145.00
Staff Engineer	\$105.00
Administrative	\$55.00
Drafting	\$85.00
Surveyor	\$95.00
Survey Crew (Two person or One-man w/robot)	\$130.00

### AGREEMENT PROVISIONS

#### Project Site Safety

MTSLLC shall not plan nor have control of or charge of, and shall not be responsible for safety programs, precautions nor methods employed by the Contractor during the construction of facilities, designed by MTSLLC, for the Client.

**Construction Methods**

MTSLLC shall not plan nor have control of or charge of, and shall not be responsible for construction means, methods, techniques, sequences or procedures in connection with the facilities designed by MTSLLC and performed by the contractor, for the acts or omissions of the contractor, subcontractors or any other person performing any of the work, or the failure of any of them to carry out the work in accordance with the contract documents and accepted industry standards.

**Opinions of Probable Costs**

Opinions of costs presented by MTSLLC are based on our experience and reflect our best judgment at the time of the cost determination. We cannot and do not guarantee that contractor's bids and proposals will not vary from our opinion of probable costs as we have no control over the market conditions, the competitive bidding process nor the contractor's expectation for compensation.

**Hazardous Substance Exclusion**

MTSLLC shall have no responsibility for the discovery, identification, handling, removal or disposal of, or exposure of persons to hazardous materials, including asbestos in any form, or other toxic or hazardous substance.

**Insurance**

MTSLLC has coverage for worker's compensation insurance, automotive, general liability and professional liability insurance for all MTSLLC employees. Certificates of insurance will be provided upon request of the Client.

**Billing and Payments**

MTSLLC will invoice the Client monthly, based on the work completed. Payment is due in 15 days of the invoice date. Balances unpaid after 30 days will bear an interest charge of 1.5% per month (18% per year), from the due date until paid.

**Dispute Resolution**

The Client and MTSLLC agree to resolve any and all claims, counterclaims, disputes and other matters of question between the parties hereto, arising out of or related to this agreement or the breach thereof, by mediation. The mediator shall be a mutually agreeable neutral third party.

Either party may terminate this agreement upon seven days written notice, should the other party fail to substantially perform in accordance with the terms of this agreement. At such time MTSLLC shall be compensated for the work performed prior to the written notice of termination. Documentation of work performed prior to the notice of termination shall be provided by MTSLLC to the Client.

**Acknowledgment**

Client \_\_\_\_\_

MTSLLC \_\_\_\_\_ MWT \_\_\_\_\_

<b>MEETING DATE:</b> 02/13/2023	<h1>REPORT TO VILLAGE BOARD</h1>			<b>AGENDA ITEM</b> # 5.2
<b>PRESENTING COMMITTEE:</b> None	<b>COMMITTEE CONTACT:</b> None	<b>STAFF CONTACT:</b> Chief Terry McHugh	<b>PREPARED BY:</b> Chief Terry McHugh	
<p><b>ISSUE:</b> Agreement for Legal Services with Wolfgram, Gamoke &amp; Hutchinson, S.C. in a limited capacity for the purposes of being a prosecutor in municipal court cases.</p>				
<p><b>OBJECTIVES:</b> To contract with Attorney Harold Wolfgram of Wolfgram, Gamoke &amp; Hutchinson, S.C. to provide legal services as prosecutor of any charges, citations and complaints initiated by the Kronenwetter Police Department.</p>				
<p><b>ISSUE BACKGROUND/PREVIOUS ACTIONS:</b> The current contract with Wolfgram, Gamoke &amp; Hutchinson, S.C. expires on 02/12/2023. Attorney Wolfgram has been the Village’s general legal counsel and the Village prosecutor for Municipal Court for many years; however, he is no longer interested in being a general legal counsel but he is willing to remain as our prosecutor in Municipal Court. See Attorney Wolfgram’s e-mail below:</p>				
<p><i>President Voll and Administrator Gau:</i></p>				
<p><i>My current contract with the Village of Kronenwetter will expire before the end of February. In the past, Administrator Downey had arranged for a renewal prior to the expiration. Given the issues with some of the board members, I am not inclined to continue representing the Village as general legal counsel. I would be willing to extend my services in the limited capacity as prosecutor for municipal ordinance violations. I have attached a proposed representation agreement for consideration in that regard.</i></p>				
<p><i>The hourly rate in the proposal of \$185 is lower than my current municipal contract rate of \$200 per hour and considerably less than my general rate. I have extended this rate to the Village in honor of my long standing relationship with the Village and due to the fact that there is currently an effective protocol in place for the prosecution of the municipal cases.</i></p>				
<p><i>If the Village does not want to extend my representation contract on the limited basis, arrangements will need to be made for my substitution in any of the current cases pending in the Municipal Court as well as one case in the Marathon County circuit court involving a complex OWI prosecution. The OWI case is currently set for scheduling on February 24, 2023. I am willing to assist in the transitioning of any files as needed.</i></p>				
<p><i>If you have any questions regarding this communication or the contract terms, please let me know. Should you feel my addressing the governing body would be beneficial I am willing to do that as well.</i></p>				
<p><i>Thank you.</i></p>				
<p><i>Harold C. Wolfgram</i></p>				
<p><i>Attorney-at-Law Wolfgram, Gamoke &amp; Hutchinson, S.C.</i></p>				

<p><b><u>PROPOSAL:</u></b> See attached Agreement for Legal Services with Wolfgram, Gamoke &amp; Hutchinson, S.C.</p>
<p><b><u>ADVANTAGES:</u></b> Attorney Wolfgram currently represents the Village in all aspects of charges, citations and complaints, including representation in the municipal court and any cases forwarded to the circuit court. He is familiar with the court processes and is knowledgeable in his role as the Village of Kronenwetter prosecutor. The Village is saving money by entering into the attached contract.</p>
<p><b><u>DISADVANTAGES:</u></b> If hire another attorney/prosecutor, it will cost more in the hourly rate (approximate current rate for attorneys in this area is \$250 to \$300/hour). Attorneys typically charge their hourly rate for any travel time (Attorney Wolfgram charges \$100/hour to travel instead of his \$185/hour). It would also take a new attorney/prosecutor time to familiarize himself/herself on all outstanding cases (which would be billed at their hourly rate).</p>
<p><b><u>ITEMIZE ALL ANTICIPATED COSTS (Direct or Indirect, Start-Up/One-Time, Capital, Ongoing &amp; Annual, Debt Service, etc.)</u></b> Costs are dependent on how much time is needed from the attorney/prosecutor for legal services.</p>
<p><b><u>RECOMMENDED ACTION:</u></b> Enter into attached Agreement for Legal Services with Wolfgram, Gamoke &amp; Hutchinson, S.C.</p>
<p><b><u>OTHER OPTIONS CONSIDERED:</u></b> N/A</p>
<p><b><u>TIMING REQUIREMENTS/CONSTRAINTS:</u></b> The attorney/prosecutor agreement has already lapsed and the municipal court is in immediate need of an agreement with legal counsel.</p>
<p><b><u>FUNDING SOURCE(s) – Must include Account Number/Description/Budgeted Amt CFY/% Used CFY/\$ Remaining CFY</u></b></p>
<p><b><u>ATTACHMENTS (describe briefly):</u></b> Agreement for Legal Services drafted by Attorney Harold Wolfgram.</p>



## **AGREEMENT FOR LEGAL SERVICES**

It is hereby agreed by and between the Village of Kronenwetter, a Municipal Corporation, (hereinafter “Village”) and Wolfgram, Gamoke & Hutchinson, S.C., (hereinafter “Attorneys”) that Village shall engage Attorneys to represent the Village of Kronenwetter related to any citations or prosecutions instituted by the Village of Kronenwetter Police Department subject to the terms and conditions of this Agreement.

Now therefore, in consideration of the mutual obligations and covenants herein, the parties agree as follows:

### **SECTION ONE DUTIES AND RESPONSIBILITIES**

Village hereby engages Wolfgram, Gamoke & Hutchinson, S.C. and specifically, Attorney Harold C. Wolfgram, to perform the following duties and services, unless otherwise specifically directed by order of the Village Board and/or the Village Administrator.

1. To perform the duties of Village Attorney in the specific limited role as prosecutor of any charges, citations or complaints initiated by the Village of Kronenwetter Police Department whether in the Kronenwetter Municipal Court or any other state or municipal court.

Village designates the Village of Kronenwetter Police Chief or the Municipal Court Clerk as the primary contacts from which requests for representation under this Agreement for Legal Services shall be conveyed to Attorneys. Other points of contact from the Village may be specifically authorized by the Village.

Wolfgram, Gamoke & Hutchinson, S.C. reserves the right to re-designate the appointment of specific duties under this agreement, with agreement by the Village. The purpose of this specific provision is to allow substitute legal counsel in the event of a scheduling conflict or illness.

The village reserves the right to engage another law firm when there is a need for special representation and where the village determines said engagement is in the best interest of the Village.

### **SECTION TWO TERM**

Except as otherwise provided, the term of this Agreement shall be three (3) years commencing February 13, 2023, and terminating February 13, 2026. Upon mutual agreement of the parties, this Agreement may be extended.

Village may terminate this Agreement with not less than 60 days advance written notice at any

time, termination to be effective as of the end of a calendar month. Attorneys may terminate this Agreement at any time on not less than 60 days advance written notice, termination to be effective as of the end of a calendar month.

### **SECTION THREE COMPENSATION**

In consideration of services rendered by Attorneys, Village shall compensate Attorneys at a rate of \$185.00 per hour. Said hourly rate shall be based on one tenth of an hour increment. Attorneys shall submit to the Village Administrator a detailed itemized statement by the 5th business day following the end of each month of the Agreement reflecting the total time worked and the nature of the work performed in the previous billing period. Village shall pay any amounts due within 15 days of the receipt of the itemized statement.

Attorneys shall not bill any hourly rate for traveling to the Village of Kronenwetter or routine Municipal Court or Circuit Court appearances necessary for prosecution of Village of Kronenwetter ordinance citations, and any such required round trip shall be billed out at a \$100.00 flat rate for travel time together with mileage at the federal rate for per mile deductions. All other out of office travel time shall be billed at the set hourly rate based on time.

Village shall reimburse Attorneys for all disbursements made in connection with the services provided to Village including such items as long distance telephone calls, postage, title reports, filing fees, witness fees, subpoena fees and necessary copies at 15 cents per page. Village shall not pay Attorneys for attendance at seminars or conventions, for office equipment, or for secretarial services or charges, except compensation as provided herein does not include secretarial services for upkeep of the Village Code.

### **SECTION FOUR CONFLICT OF INTEREST**

Attorneys shall promptly notify the Village, through the Village Administrator, of any real or perceived conflicts of interest as they arise. Attorneys shall have the right to withdraw from a matter as a result of any real or potential conflict of interest and request Village to appoint special counsel for such matters.

### **SECTION FIVE VILLAGE RECORDS AND FILES**

During the period of this Agreement, and any extension thereof, Attorneys shall maintain copies of all files related to representation under this Agreement on their office premises, however, if any case or action which has been completed involves a file which exceeds 500 pages of documents, said file may be turned over to the Village for retention at the premises owned by the Village and the Village shall retain said file for not less than 10 years.

Upon the expiration of this Agreement without renewal, Attorneys shall promptly deliver all of the files related to the services it performed for Village to the Village or its designee, and the

Village shall be responsible to maintain such records for not less than 10 years. Attorneys may retain copies of all files, however, all copies shall be produced at Attorneys' expense.

**SECTION SIX  
RELATIONSHIP OF PARTIES**

Village shall not provide secretarial services or employment benefits of any kind to Attorneys. Nothing in this Agreement shall be construed as to constitute an employment agreement, and it is agreed Attorneys are an independent contractor in regard to the services provided.

Effective the \_\_\_\_\_ day of \_\_\_\_\_, 2023.

Village of Kronenwetter, Wisconsin.

Wolfgram, Gamoke & Hutchinson, S.C.

By: \_\_\_\_\_  
Chris Voll  
Village President

\_\_\_\_\_  
Harold C. Wolfgram

\_\_\_\_\_  
Bobbi Jo Birk-LaBarge  
Clerk

Attest: \_\_\_\_\_

MEETING DATE: 02/13/2023	<b>REPORT TO VILLAGE BOARD</b>		AGENDA ITEM # 5.3
PRESENTING COMMITTEE: Click here to enter text.	COMMITTEE CONTACT: Click here to enter text.	STAFF CONTACT: Duane Gau, Interim Administrator	PREPARED BY: Duane Gau, Interim Administrator
ISSUE: Straub vs Henry Moeschler and Moeschler Trust and Village of Kronenwetter - Petition for Writ of Certiorari			
PROPOSAL: Status of Petition for Writ of Certiorari			
ADVANTAGES: N/A			
DISADVANTAGES: Maybe an issue			
ITEMIZE ALL ANTICIPATED COSTS (Direct or Indirect, Start-Up/One-Time, Capital, Ongoing & Annual, Debt Service, etc.) N/A			
RECOMMENDED ACTION: None, it is not a lawsuit. It is a Petition for Writ of Certiorari to circuit court to see if they will review the matter. And the Village insurance attorney petition the court to drop the Petition for Writ of Certiorari because it did not have any standing. No court date has been set, nor the Judge has not reviewed the petition.			
OTHER OPTIONS CONSIDERED: N/A			
TIMING REQUIREMENTS/CONSTRAINTS: N/A			
FUNDING SOURCE(s) – Must include Account Number/Description/Budgeted Amt CFY/% Used CFY/\$ Remaining CFY None, any legal action is being handled by the Village Insurance attorney.			
ATTACHMENTS (describe briefly):			

STATE OF WISCONSIN    CIRCUIT COURT    MARATHON COUNTY  
BRANCH 3

JOEL STRAUB

PETITIONER,

Case No. 22-CV-635  
Case Code: 30955

-vs-

HENRY MOESCHLER and  
MOESCHLER TRUST,

&

VILLAGE OF KRONENWETTER

Respondents.

**CERTIFICATION OF CLERK FOR SUPPLEMENT TO RECORD**

I, BOBBI BIRK-LABARGE, the statutory Village Clerk of the Village of Kronenwetter, Wisconsin, DO HEREBY CERTIFY that the attached is a copy of the supplement to the record. The record is being supplemented to include a transcript of the Village of Kronenwetter Plan Commission meeting that was held on September 12, 2022.

(Seal)



  
BOBBI BIRK-LABARGE  
VILLAGE CLERK

11-23-2022  
Date

FILED  
10-25-2022  
CLERK OF CIRCUIT  
COURT  
MARATHON COUNTY  
2022CV000635  
Honorable LaMont K.  
Jacobson  
Branch 3

STATE OF WISCONSIN

CIRCUIT COURT  
BRANCH

MARATHON COUNTY

JOEL STRAUB  
860 West Nelson Road  
Kronenwetter, Wisconsin 54455,

Petitioner,

v.

HENRY MOESCHLER and  
MOESCHLER TRUST  
807 Happy Hollow Road  
Kronenwetter, Wisconsin 54455

and

VILLAGE OF KRONENWETTER  
1582 Kronenwetter Drive  
Kronenwetter, Wisconsin 54455,

Respondents.

PETITION FOR WRIT OF

CERTIORARI

Case Code No. 30955

Case Number:

I, Joel Straub hereby respectfully petition the Circuit Court to grant an Order for a Writ of Certiorari as proposed and directed to the Village of Kronenwetter based upon the following facts and for the reasons set forth below:

1. That I am a current, adult resident of the Village of Kronenwetter residing at 860 West Nelson Road, Kronenwetter, Wisconsin.
2. That I am a current member of the Board of Trustees of the Village of Kronenwetter and have been a member of the Board of Trustees at all times pertinent to this action.
3. That I base this Petition upon my personal knowledge except as set forth herein.
4. That the Respondent, Henry Moeschler is an adult resident of the Village of Kronenwetter currently residing at 807 Happy Hollow Road, Kronenwetter, Wisconsin.
5. That the Respondent, Moeschler Trust owns the property that has been re-zoned by the Respondent, Village of Kronenwetter from its former B-3 General Commercial zoning to Single Family Residential (SF) zoning.

6. That the Respondent, Village of Kronenwetter is an incorporated village under the laws of the State of Wisconsin which is located in Marathon County whose principal offices are located at 1582 Kronenwetter Drive, Kronenwetter, Wisconsin.

### JURISDICTION

The Circuit Court of Marathon County has jurisdiction under Wisconsin law to review re-zoning decisions made by the Respondent, Village of Kronenwetter and to determine whether or not a proposed re-zoning was made consistent with the Village's adopted zoning ordinance and the Village's Comprehensive Plan as required by Wisconsin Statute Section 66.1001.

### STATUTORY PROVISIONS AND ORDINANCE PROVISIONS INVOLVED

The provisions of Wisconsin Statute 66.1001 (3) provide that:

Except as provided in sub. (3m), beginning on January 1, 2010, if a local government unit enacts or amends any of the following ordinances, the ordinance shall be consistent with that local government units comprehensive plan. (Emphasis added).

Wisconsin Statutes Section 66.1001 (am) states "consistent with" means furthers or does not contradict the objectives, goals and policies contained in the comprehensive plan.

Village of Kronenwetter Ordinance 520-117 G provides the following review criteria for amendments to the Official Village Zoning Map:

- (1) Is the proposed re-zoning consistent with the Comprehensive Plan, as required by Wisconsin Statutes?

### STATEMENT OF THE CASE

On August 9, 2022 the Respondent Henry Moeschler, individually and as Trustee of the Moeschler Trust, signed a Zoning Change Request Application and subsequently submitted that Application to the Respondent, Village of Kronenwetter asking the Village to approve a re-zoning of his 1.303 acre parcel from General Commercial B-3) to Single Family Residential (SF)..

The Zoning Change Request sent before the Respondent Kronenwetter's Village Board on September 26, 2022. At that meeting, Planning Commission presented the Zoning Change Request to the Village Board along with a Report to the Village Board. The Report shows the Future Land Use Map from the Village's Comprehensive Plan shows a future land use of Commercial for the entire block bounded by Okeefe Drive/I-39 on the East and on the South, a on the North by East Nelson Road and on the West by Old Highway 51.

The Report addresses the issue of "Is the proposed re-zoning consistent with the Comprehensive Plan? The report answers this by saying "No. The Future Land Use Map has this parcel, and others designated as Commercial (B-1, B-2, B-3, RP)."

Given this statement in the Report and given the requirement of Wisconsin Statute Section 66.1001 (3), the Village had no choice but find that the proposed re-zoning had to be denied.

The Village Board, however, by a 6 to 1 vote (I was the dissenting vote) approved the Respondent Moeschler's Request for Re-zoning his 1.303 acre parcel at 1470 Old Highway 51, Kronenwetter, Wisconsin from General Commercial (B-3) to Single Family Residential (SF). I respectfully submit that this decision was a legally improper decision under the provisions of Village Ordinance 520-117 G and Wisconsin Statute Section 66.1001 (am) and 66.1001 (3).

According to Marathon County Online Mapping, the parcel that was re-zoned is located 0.62 miles from Maple Ridge Road which has an Interchange with I-39. This property has municipal sewer and water available to it on East Nelson Road, Okeefe Drive on the south and Old Highway 51 on the West. This property is in the southern portion of the Old Highway 51 Corridor which the Village has officially identified as a major focus for commercial development in the Village. All this made the property at 1470 Old Highway 51, Kronenwetter, Wisconsin prime property for commercial development.

#### REASONS FOR GRANTING THE PETITION

The Village's approval of the Respondent, Moeschler's re-zoning request was not "consistent with" the Village's adopted Comprehensive Plan—in particular its Future Land Use Map and the goals and objectives of the Comprehensive Plan to develop much of the Southern portion of the Old Highway 51 Corridor and the entire block containing the Moeschler 1.303 acre parcel is located in for Commercial Purposes. This violated both Wisconsin Statute 66.1001 (3) and Kronenwetter Ordinance 520-117 G which specifically required the proposed re-zoning to be "consistent with the Comprehensive Plan" as required by Wisconsin Statutes."

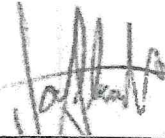
The re-zoning of this parcel was not consistent with the Village's Comprehensive Plan because it does not further and in fact contradicted the Future Land Use Map in the Village's Comprehensive Plan and did not further the goals, policies and objectives contained in the Village's Comprehensive Plan such as developing the southern portion of the Old Highway 51 Corridor for commercial purposes.

#### CONCLUSION

I respectfully submit that the Petition for a Writ of Certiorari should be granted based upon the facts set forth above and based upon the reasons set forth above.



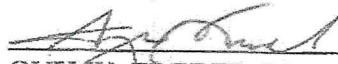
Dated this 25<sup>th</sup> day of October, 2022.



JOEL STRAUB

STATE OF WISCONSIN )  
  ) SS  
MARATHON COUNTY )

Personally came before the above named Joel Straub, being first duly sworn on oath, who did subscribe and swear to the contents of the foregoing Petition for Writ of Certiorari before me on October 25, 2022.



GUY W. FREDEL, Notary Public  
Marathon County, Wisconsin  
My commission is permanent.

FILED  
10-27-2022  
CLERK OF CIRCUIT  
COURT  
MARATHON COUNTY  
2022CV000635

DATE SIGNED: October 27, 2022

Electronically signed by LaMont K. Jacobson  
Circuit Court Judge

STATE OF WISCONSIN

CIRCUIT COURT  
BRANCH

MARATHON COUNTY

JOEL STRAUB  
860 West Nelson Road  
Kronenwetter, Wisconsin 54455,

Petitioner,

v.

HENRY MOESCHLER AND  
MOESCHLER TRUST  
807 Happy Hollow Road  
Kronenwetter, Wisconsin 54455

and

VILLAGE OF KRONENWETTER  
1582 Kronenwetter Drive  
Kronenwetter, Wisconsin 54455,

Respondents.

WRIT OF CERTIORARI

Case Code No.: 30955

Case No.: \_\_\_\_\_

Based upon the Petition for Writ of Certiorari of Joel Straub,

IT IS HEREBY ORDERED that the Village Board of the Village of Kronenwetter shall provide the Court within twenty-one (21) days of the date of service upon the Respondent Village of Kronenwetter with a copy of this signed Writ of Certiorari with a complete record of

all facts and documents relating to the approval of the Zoning Change Request Application dated August 9, 2022 which was filed by Henry Moeschler to re-zone the 1.303 acre parcel at 1470 Old Highway 51, Kronenwetter, Wisconsin including without limitation by way of enumeration a copy of the complete 2019 Comprehensive Plan approved and adopted by the Village of Kronenwetter as well as any amendments thereto that have been formally approved by the Respondent Village of Kronenwetter and the complete Report to Village Board dated September 26, 2022 including all attachments and the Comprehensive Plan Future Land Use Map and the Current Zoning Map submitted with the Report to Village Board, a transcript of the portion of the Village Board meeting held on September 26, 2022 during which the Respondent Moeschler's Zoning Change Request and Application were discussed and acted upon and the minutes of the meeting of the Village Board held on September 26, 2022.

The purpose of this Writ shall be to provide the Court with the facts and the documents needed to determine whether or not the Village's re-zoning of the 1.303 acre parcel of property at 1470 Old Highway 51, Kronenwetter, Wisconsin was or was not legally proper under the requirements set forth in Wisconsin Statute Section 66.1001 (am) and (3) and the requirements set forth in Village of Kronenwetter Ordinance 520-117 G.

This document was drafted by:

Guy W. Fredel, Attorney at Law  
State Bar Number 1017263  
201 Main Street  
Mosinee, Wisconsin 54455  
(715) 571-9424

MEETING DATE: 2-13-2021		<b>REPORT TO VB</b>		AGENDA ITEM # 5.4
<b>PRESENTING COMMITTEE:</b> RDA	<b>COMMITTEE CONTACT:</b> Ken Charneski	<b>STAFF CONTACT:</b> Duane Gau, Interim Village Administrator	<b>PREPARED BY:</b> Duane Gau interim Village Administrator	
<b>ISSUE:</b> TID #2 – Strategic Planning to Maximize Investment through Expenditure Period Closure in 2024				
<b>OBJECTIVES:</b> The expenditure period for TID #2 will now run through November of 2024, with the maximum life running until 2034.				
<b>ISSUE BACKGROUND/PREVIOUS ACTIONS:</b>  TID 2 Strategic: Recommend to priority TID #2 funds to ensure that existing infrastructure is set up as to not require any significant general fund expenditures into the foreseeable future. Staff recommends the comprehensive list of projects are eligible for funding. Costs has been estimated for items on the list and the budget will need to be amended to achieve the projects by end of 2024. Exhibit "A"  Property Acquisition – The best way for the Village to control what development occurs in the area is to own the land. There are a number of smaller parcels that by themselves have limited commercial development potential, but can be combined with other parcels to create attractive opportunities. We can have general discuss on areas to focus on, but we will want to have a closed session discussion to provide specifics for future negotiating. Exhibit "A"  Infrastructure Expansion –Investments in the expansion of roads, water and sewer will lead to future growth and future tax base. A prime example of this would be for Beranek Road and Village Rd., Jamroz Rd. and Flanner Rd. Right-of-way will be need to complete the Infrastructure. Exhibit "A"				
<b>PROPOSAL:</b> RDA recommended that TID Strategic Plan 2023-24 be Adopted. Adopt TID 2 Strategic Plan 2023-24 <ul style="list-style-type: none"> <li>• Approve Exhibit A TID 2 PROJECTS LIST &amp; EST. COST BEFORE EXENDITURE PERIOD 2024</li> <li>• Approve Exhibit B TID 2 PROJECTED BONDING OF 2 MILLION FOR 2024 PROJECTS</li> </ul>				
<b>ADVANTAGES:</b> Increase the land mass value at the Maple Ridge Interchange area to commercial/Industrial				
<b>DISADVANTAGES:</b> The need to take out TID 2 Bond to fund the program.				
<b>ITEMIZE ALL ANTICIPATED COSTS (Direct or Indirect, Start-Up/One-Time, capital, Ongoing &amp; Annual, Debt Service, etc.)</b> Attached Strategic Finance plan to achieve the projects. Exhibit "B"				
<b>RECOMMENDED ACTION:</b> Motion to approve TID 2 Strategic Plan 2023-24 (Exhibit A & B) to maximize investment through the expenditure period closure in 2024. .				
<b>OTHER OPTIONS CONSIDERED:</b> The DRA & Village Board could take no action, and allow TID #2 to close when its existing debt is paid off.				
<b>TIMING REQUIREMENTS/CONSTRAINTS:</b> ASAP to achieve the aggressive Strategic Plan to maximize investment through the expenditure period closure in 2024				
<b>FUNDING SOURCE(s)- Must include Account Number/Description/Budgeted Amt CFY/% Used CFY/\$ Remaining CFY</b> TID 2 Bond Exhibit "B".				
<b>ATTACHMENTS (describe briefly):</b> Attached supporting documents				

**Exhibit "A"**

<b>TID 2 PROJECTS LIST &amp; EST. COST BEFORE EXENDITURE PERIOD 2024</b>					
<b>YEAR</b>	<b>PROJECT</b>	<b>DISCRIPTION</b>	<b>DESIGN</b>	<b>R/W</b>	<b>ESTIMATE COST</b>
2023	Beranek Rd	Design-R/W-Road-sewer-water-storm sewer- trail	Yes	Yes	\$100,000.00
2023	Village Rd-Jamroz Rd-Flanner Rd	Design-R/W-Roadway & Storm sewer	Yes	Yes	\$75,000.00
2024	Beranek Rd	Construction roadway-sewer-water-storm sewer- trail	No	No	\$1,000,000.00
2024	Village Rd-Jamroz Rd-Flanner Rd	Construction roadway-storm sewer	No	No	\$500,000.00
2023	Bull Jr. Lots Village Owned	Engineering Wetland Mitigation	Yes	No	\$50,000.00
2024	Bull Jr. Lots Village Owned	DNR Mitigation Approval	Yes	No	\$100,000.00
2023-24	Land Purchase	TID 2 Properties	No	No	\$2,000,000.00
2024	Development Incentive	Within TID 2 Boundaries	No	No	\$1,000,000.00
2023-24	Ancillary Cost	Adm. Etc.	No	No	\$100,000.00
<b>TOTAL</b>					<b>\$4,925,000.00</b>

TIF #2 - PROJECTED BONDING OF 2 MILLION FOR 2024 PROJECTS FRONT LOADED

Exhibit "B"

ESTIMATED ACTIVITY BY YEAR WITH BORROWING:

	Revenue	PROCEEDS FROM BORROWING:	PAYMENTS ON BORROWING - LEVEL PYMTS:	Expense	Net	Retained Earnings:	Estimated Cash on Hand YE:	Growth Factor for Tax:	Comments/Assumptions:
2022	\$ 804,540	\$ -	\$ -	\$ (22,528)	\$ 782,012	\$ (408,944)	\$ 396,831	Actual	Actual Activity
2023	\$ 1,029,550	\$ 2,000,000	\$ (34,417)	\$ (3,512,160)	\$ (517,027)	\$ (925,971)	\$ (120,196)	Actual	Assumes borrowing for land purchase, marketing, construction in 2023. Final lawsuit payment.
2024	\$ 980,255	\$ -	\$ (249,200)	\$ (2,176,000)	\$ (1,444,945)	\$ (2,370,916)	\$ (1,565,141)	0%	Assumes construction complete 2024.
2025	\$ 980,255	\$ -	\$ (252,200)	\$ (26,000)	\$ 702,055	\$ (1,668,861)	\$ (863,086)	0%	Assumes expenses are minimal/staff, audit
2026	\$ 980,255	\$ -	\$ (249,900)	\$ (26,520)	\$ 703,835	\$ (965,026)	\$ (159,251)	0%	Assumes expenses are minimal/staff, audit
2027	\$ 980,255	\$ -	\$ (252,300)	\$ (27,050)	\$ 700,905	\$ (264,121)	\$ 541,654	0%	Assumes expenses are minimal/staff, audit
2028	\$ 980,255	\$ -	\$ (249,400)	\$ (27,591)	\$ 703,264	\$ 439,143	\$ 1,244,917	0%	Assumes expenses are minimal/staff, audit
2029	\$ 980,255	\$ -	\$ (251,200)	\$ (28,143)	\$ 700,912	\$ 1,140,054	\$ 1,945,829	0%	Assumes expenses are minimal/staff, audit
2030	\$ 980,255	\$ -	\$ (252,600)	\$ (28,706)	\$ 698,949	\$ 1,839,003	\$ 2,644,778	0%	Assumes expenses are minimal/staff, audit
2031	\$ 980,255	\$ -	\$ (248,700)	\$ (29,280)	\$ 702,275	\$ 2,541,278	\$ 3,347,053	0%	Assumes expenses are minimal/staff, audit
2032	\$ 980,255	\$ -	\$ (249,500)	\$ (29,866)	\$ 700,889	\$ 3,242,167	\$ 4,047,942	0%	Assumes expenses are minimal/staff, audit
2033	\$ 980,255	\$ -	\$ (249,900)	\$ (30,463)	\$ 699,892	\$ 3,942,059	\$ 4,747,834	0%	Assumes expenses are minimal/staff, audit
2034	\$ 980,255	\$ -	\$ -	\$ (51,072)	\$ 929,183	\$ 4,871,242	\$ 5,677,017	0%	Expenses increased for closeout of TID

CLOSEOUT OF TAX INCREMENTAL FINANCING DISTRICT #2

Based on 2023

Taxing Jurisdictions:	Levy:	% of Levy:	Share:
Village	\$ 2,531,019	20.32%	\$ 1,153,344.24
County	\$ 3,067,344	24.62%	\$ 1,397,738.83
Mosinee	\$ 1,237,410	9.93%	\$ 563,867.63
DC Everest	\$ 4,770,914	38.30%	\$ 2,174,028.00
NCTC	\$ 851,551	6.84%	\$ 388,037.96
<b>Total:</b>	<b>\$ 12,458,238</b>	<b>100.00%</b>	<b>\$ 5,677,017</b>



**Village Board Meeting Minutes**  
Kronenwetter Village Board Regular Meeting  
Kronenwetter Municipal Center  
1582 Kronenwetter Drive, Kronenwetter WI 54455

**January 23, 2023 - 6:00 PM**

**1. Call Meeting to Order:**

1.1. Pledge of Allegiance

1.2. Roll Call

Members Present: President Chris Voll. Trustee Ken Charneski, Trustee Chris Eiden, Trustee Sean Dumais, Trustee Kim Tapper. Trustees Tim Shaw & Joel Straub-Appears by Phone

Staff Present: Interim Administrator Duane Gau; Director of Public Works Dan Hekrdle; Finance Director Roger Habeck; Village Clerk Bobbi Birk-LaBarge; Police Lieutenant Chris Smart

1.3. Announcement of Closed Session

President Chris Voll announces closed session

**2. Public Comment -** *(Please be advised per State Statute Section 19.84(2), information will be received from the public. It is the policy of this Village that Public Comment will take no longer than 15 minutes with a **three**-minute time period, per person, with time extension per the Chief Presiding Officer's discretion. Be further advised that there may be limited discussion on the information received, however, no action will be taken under public comments)*

No Public Comment

**3. Reports from Staff and Vendors:**

3.1. DPW/Parks/Utility Report

Director Dan Hekrdle presents his report. No questions/comments.

3.2. Treasurer's Report

Finance Director Roger Habeck presents his report and explains the report is preliminary. Habeck states there are a lot of expenses and revenues that have to be imputed into the December Report.

No questions/comments

**4. New Business:**

4.1. Village of Kronenwetter's Current Certificate of Deposits

Finance Director Roger Habeck explains on 01/24/2023 he will give the notification of the termination of the agreement to Wood Trust.

4.2. Wage Rate for Police Lieutenant (APC Recommendation)

Interim Administrator Duane Gau explains there is inadvertency only one position identified on tonight's agenda item

4.2. and there should have been the Chief's and the Lieutenant wage rates. Gau suggests delaying action on this item until the next board meeting.

***Motion by Voll/Eiden to delay action on this agenda item until the next Village Board meeting.***

***Motion passes 7:0 by voice vote.***

4.3. Village of Kronenwetter's Organizational Chart (APC Recommendation)

Trustee Charneski explains there are additional positions added but does not necessarily mean we will fill that position as the chart is for future growth. Trustee Sean Dumais explains the organizational chart needs two additional part time janitor positions.

***Motion by Charneski/Eiden to approve the Village of Kronenwetter's organizational chart as presented.***

***Motion passes 7:0 by voice vote.***

4.4. Policy of Committee Presentations to the Village Board (APC Recommendation)

Trustee Charneski explains the idea is to have someone form the committee regardless if it is a trustee or the chairman present the issues that come from the committee to save the staff time from having to ask for the same thing. It does lay a burden on the chairman or trustee presenting the material to understand the material they are presenting to the board for approval. Trustee Dumais explains this will eliminate staff from having to go through the whole production of presenting an item a second time. President Voll agrees staff should not have to be presenting a second time and it should have been being done like that.

***Motion by Eiden/Shaw to approve GEN-012. Motion passes 7:0 by voice vote.***

4.5. Approval of \$25,000.00 to Facilitate Engineering Study to Maintain VOK Sewer System Upkeep (CLIPP Recommendation)

Director Dan Hekrdle explains the deadline to receive the bids was today at 4:30pm and he received four bids.

President Voll interjects and explains to Hekrdle he needs to take the bids he has to the presenting committee and



**Village Board Meeting Minutes**  
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1582 Kronenwetter Drive, Kronenwetter WI 54455

**January 23, 2023 - 6:00 PM**

then this will come back to the board for a decision. It does not make sense to listen to all the bids and then send back to the board again for approval/disapproval.

**Motion by Voll/Eiden to delay action on this agenda item and send the four received bids to Utility Committee for evaluation at their next regular meeting.**

**Motion passes 7:0 by voice vote.**

**4.6. Village of Kronenwetter Employee Handbook**

Trustee Sean Dumais explains all of the sections of the handbook have been reviewed and some updates have been made. Staff went through all sections of the handbook and found law violations that required corrections, duplicate items were removed, language was cleaned up and any old laws were removed. We updated the employee vacation policy section.

**Motion by Voll/Charneski to delay action on final approval of the Village of Kronenwetter's employee handbook until the next Village Board meeting allowing opportunity for board members to thoroughly review the handbook for additional revisions. Voll makes mention that board members need to notify the village clerk prior to the start of next board meeting so corrections and revisions can be reviewed at the next regular village board meeting.**

**Motion passes 7:0 by voice vote.**

**4.7. Village of Kronenwetter Court Money Summary**

President Chris Voll asks about currently running collectables from 2005. Finance Director Roger Habeck explains we are continuing to recover old receivables through the state debt collection.

**4.8. Attorney Billing – Month of December**

**No comments**

**5. Consent Agenda:**

**5.1. Approval of January 09, 2023 Village Board Meeting Minutes**

Trustee Charneski requests 8.4 be updated to reflect he was referring to fund raising – meaning it is not the responsibility of the Village of Kronenwetter to perform the fund raising. Clerk Birk-LaBarge says she will clarify the language.

**Motion by Eiden/Voll to approve the January 09, 2023 meeting minutes as amended. Motion passes 7:0 by voice vote.**

**6. Previous Meeting Minutes from Commissions and Committees**

**6.1. December 22, 2022 APC Meeting Minutes**

No comments/concerns

**7. Consideration of Motion to convene into closed session pursuant to Wis. Stat. §19.85(1)(c), Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. – to wit "Village Administrator Position" & - to wit "Finance Director Evaluation" & - to wit "Disciplinary Action for a Non-Exempt Employee" and pursuant to Wis. Stat. §19.85(1)(b) for considering dismissal, demotion, licensing or discipline of any public employee, and taking of formal action on any such matter - to wit "Removal of Trustee from Committee"**  
**Motion by Eiden/Dumais to convene into closed session. Motion passes 7:0 by roll call vote. Closed session begins at 6:26pm.**

**8. Consideration of Motion to Reconvene into Open Session**

**Motion by Tapper/Dumais to reconvene into open session. Motion passes 7:0 by roll call vote. Open session begins at 7:35pm.**

**8.a. Discussion & Action: Village Administrator Position**

**President Voll announces we will delay action on this meeting until a candidate has time to meet with staff.**

**8.b. Discussion & Action: Finance Director Evaluation**





**Village Board Meeting Minutes**  
Kronenwetter Village Board Regular Meeting  
Kronenwetter Municipal Center  
1582 Kronenwetter Drive, Kronenwetter WI 54455

**January 23, 2023 - 6:00 PM**

*Motion by Voll/Shaw recommend staff to work with Finance Director on an improvement process with a 90-day review. **Motion passes 7:0 by voice vote.***

**8.c. Discussion & Action:** Disciplinary Action for a Non-Exempt Employee

*Motion by Voll/Eiden to have staff work on disciplinary action for non-exempt employee. **Motion passes 7:0 by voice vote.***

**8.d. Discussion & Action:** Removal of Trustee from Committee

*Motion by Dumais/Shaw to remove Trustee Straub from all sitting committees and commissions he currently sits on. **Motion passes 5:2 by roll call vote.***

**9. Consideration of Items for Future Agendas**

*None*

**10. Adjournment**

*Motion by Voll/Eiden to adjourn. **Motion passes 7:0 by voice vote.** Meeting adjourned at 7:40 pm*

Minutes Drafted by: Village Clerk Bobbi Birk-LaBarge  
Minutes Approved on:



## Special Village Board Meeting Minutes

### JOINT MEETING WITH RDA-UC-APC

January 30, 2023 – 5:00 PM

1. **Call meeting to order:** Village board President Chris Voll calls the meeting to order at 5:00pm.
  - 1.1. Pledge of Allegiance  
Those present recited the pledge of allegiance
  - 1.2. Roll Call  
Village Board Members Present: President Chris Voll, Trustee Ken Charneski, Trustee Kim Tapper, Trustee Sean Dumais, Trustee Charis Eiden  
Members Appearing by Phone: Trustee Joel Straub  
Members Absent: Trustee Tim Shaw
  - 1.3. RDA Call meeting to order - Roll Call  
Members Present: Commissioner Pat Kilsdonk, Commissioner Terry Radtke, Commissioner Jerry Wirth, Trustee Chris Eiden, Trustee Ken Charneski  
Members Absent: Commissioner Lori Laporte. Commissioner Lane Loveland
  - 1.4. UC Call meeting to order – Roll Call  
Members Present: Citizen Jim Buck, Vice-Chair Alex Vedvik, Trustee Sean Dumais, Village President Chris Voll  
Citizen Craig Mortensen joined the meeting at 5:05pm
  - 1.5. APC Call meeting to order – Roll Call  
Members Present: Trustee Ken Charneski, Trustee Kim Tapper, Citizen Lyn McCarthy, Citizen Lee Pastika  
Members Excused Absent: Citizen Jordyn Wadle-Leff

Staff Members Present: Kim Manley-PAA Consultant, Finance Director Roger Habeck, Interim Administrator Duane Gau, Clerk Bobbi Birk-LaBarge, Director of Public Works Dan Hekrdle, Community Development Director Pete Wegner

2. **Public Comment** - *(Please be advised per State Statute Section 19.84(2), information will be received from the public. It is the policy of this Village that Public Comment will take no longer than 15 minutes with a **three-minute** time period, per person, with time extension per the Chief Presiding Officer's discretion. Be further advised that there may be limited discussion on the information received, however, no action will be taken under public comments)*  
**None**

### 3. Financial Review – Kim Manley

#### 3.1. TIF2 - 2019-2022 Recap & 2023 Projected Projects - Balance Sheet

Interim Administrator Duane Gau states he wanted to hold an educational meeting in regards to TIF2 and where the village stands and gives an idea of what the village is looking at with TIF2. Gau explains TIF2 has only 2 years left in project itself and after 2 years they will no longer initiate any projects. Gau explains he has been working with Kim Manley on the balance portion and would like Kim to explain. PAA Consultant Kim Manley passes out handouts and describes 2019-2022. The top half reflects trial balance –if gives you an idea of the assets TIF2 had, receivables booked at year end and liabilities pending as of yearend. The bottom half is a recap of revenues and expenses for each individual year. Manley explains she tried to incorporate additional detail into what exactly those expenses were to help understand where those funds actually went. In 2019, the retained earnings after revenue and expenses was 2.1 million. In 2019, the total cash and assets on hand at end of year was \$1,500,000.00 million dollars. The advance to the park fund (US Hwy 51 park project) taxes receivable \$727,515.00.



The ending balance is \$408,000.00 as of January 01, 2023. Manley goes on to explain the life of TIF2 and the evaluation changes. Manley states all tax increment districts are taxed at an equalized value because the formula they use to generate taxes is based on the equalized value of each of the municipalities that are involved in that jurisdiction. There has been significant growth from 2019 to 2022. In 2019, the state showed a value of \$39,000,000.00 and in 2022 the state showed a value of \$62,000,000.00. In 2019 the village started with a tax revenue of \$523,000.00 and in 2023 projected at \$980,000.00.

Based on the information that was given to her, Manley is providing a picture of what the activity would look like in the TIF district from 2022-2034 – which is the end year of the TIF. During the last year of TIF2, an extensive audit will be done.

In 2021, the values decreased due to the way it was assessed by the State of Wisconsin and the way they created the equalized value.

Possibilities for financing projects that may be taken on in the next two years could be a \$2,000,000.00 borrowing for the village. You can do these one of two ways. One way is called level borrowing meaning the payments are the same every year. The second way is end loading where you put a greater amount of principal at the end of the loan to structure the loan payments in a flat manner.

Should have \$5,600,000.00 million left in the end because we are paying off principal faster.

### 3.2. Utility Capital Plan – Water & Sewer Projects

Kim Manley explains we need to be disciplined with our budgets and put so much money away each month so we can start designating dollars in future funds for water and sewer projects. If you deposit annually, you will have the money to pay for an additional well without having to borrow.

### 3.3. Loan Projections

Gau explains projects projected in 2023/2024 are titled but it does not mean the funds will specifically go to that due to amendments made. Gau states the key thing would be to purchase land. Projects can take several months so it is imperative the boards and committees see this as a worthy clause that should be pursued. The projects and contracts have to be started within two years showing the village is moving forward.

## 4. Adjournment

Trustee Charneski to adjourn RDA.

Motion by Terry Radtke/Pat Kilsdonk to adjourn RDA. **Motion passes by 5:0 by voice vote.**

Adjourned at 6:41pm.

Trustee Charneski to adjourn APC.

Motion Lyn McCarthy/Lee Pastika to adjourn APC. **Motion passes 4:0 by voice vote.**

Adjourned at 6:41pm.

Village President Chris Voll to adjourn UC.

Motion by Craig Mortensen/Jim Buck to adjourn UC. **Motion passes 6:0 by voice vote.**

Adjourned at 6:42pm.

Village President Chris Voll to adjourn Village Board.

Motion by Trustee Eiden/Trustee Voll to adjourn VB. **Motion passes 6:0 by voice vote.**

Adjourned at 6:42pm

**WOLFGRAM, GAMOKE & HUTCHINSON, S.C.**  
**JANUARY 2023 MONTHLY LEGAL FEE/COSTS**  
**VILLAGE OF KRONENWETTER**

<b>Date</b>	<b>Costs Description</b>	<b>Total</b>
	Postage	\$ 0.00
	Mileage to Pretrials	\$ 42.50
	Travel Time to Pretrials	\$ 100.00
	<b>Total Costs:</b>	<b>\$ 142.50</b>
<b>Date</b>	<b>Municipal Court</b>	<b>Total Hours @ \$170.00 per hr</b>
01/30/23	<b>Defendant Mukerji</b> ; review File, telephone conference with Attorney Flinchum (0.2)	0.2
	<b>Attorney's Fees Total (0.2 hours x \$170.00):</b>	<b>\$ 34.00</b>
<b>Date</b>	<b>Police Department</b>	<b>Total Hours @ \$170.00 per hr</b>
	<b>Attorney's Fees Total (0.0 hours x \$170.00):</b>	<b>\$ 0.00</b>
<b>Date</b>	<b>TID #1 (Special Assessment)</b>	<b>Total Hours @ \$170.00 per hr</b>
	<b>Attorney's Fees Total (0.0 hours x \$170.00):</b>	<b>\$ 0.00</b>
<b>Date</b>	<b>TID #2 (Stone Ridge)</b>	<b>Total Hours @ \$170.00 per hr</b>
	<b>Attorney's Fees Total (0.0 hours x \$170.00):</b>	<b>\$ 0.00</b>
<b>Date</b>	<b>General</b>	<b>Total Hours @ \$170.00 per hr</b>
01/03/23	Review and reply to email from President Voll (0.2)	0.2
01/05/23	Review and reply to email from President Voll (0.1), review email from President Voll (0.1 NC)	0.1
01/23/23	Email to Staff re Scheduling for Municipal Court Matters (0.1)	0.1
01/24/23	Review and reply to email re Billings (0.1)	0.1
	<b>Attorney's Fees Total (0.5 hours x \$170.00) :</b>	<b>\$ 85.00</b>
	Total Costs:	\$ 142.50
	Total Attorney's Fees:	\$ 119.00
	<b>TOTAL AMOUNT DUE AND OWING JANUARY 2023:</b>	<b>\$ 261.50</b>

THANK YOU!



**APPROVED MINUTES**  
**OFFICIAL NOTICE AND AGENDA**  
 Community Life, Infrastructure and Public Property (CLIPP) Committee  
 Regular Meeting  
**Monday, January 2, 2023 – 6:00 P.M.**

<b>Members Present:</b>	Joel Straub, Trustee - Chairperson Christopher Eiden, Trustee Patrick Kilsdonk, Citizen Member Ryan Leff, Citizen Member (via phone)	<b>Members Absent:</b>	Trenton Karch, Citizen Member – Vice-chairperson
<b>Staff Present:</b>	Terry McHugh, Police Chief Dan Hekrdle, Public Works Director Jennifer Poyer, Communications Specialist (Committee Clerk)	<b>Guests:</b>	

Item #	Topic	Minutes	Motions
1.	<b>Call Meeting to Order</b>	Chairperson Joel Straub called the January 2, 2023 CLIPP Committee Meeting ot order at 6:00 p.m.	
1a.	<b>Roll Call</b>	Please see table above.	
2.	<b>Public Input</b>	Randy Fifrick, 1555 Greenwood Drive- addressed Agenda Item 6d. He provided the committee members and staff copies of a memorandum from Village Attorney Harold Wolfgram dated 8-23-2021. The memo addresses the Village Board’s request for an analysis regarding reducing the frontage on a property located on 866 W. Nelson Rd. Fifrick said the issue of item 6d. has been addressed previously.	
3.	<b>Approval of Previous CLIPP Minutes: December 5, 2022</b>		Motion by Eiden/Kilsdonk to approve previous minutes from the December 5, 2022 CLIPP meeting. Motion carried 4:0 by voice vote.
4.	<b>REPORTS AND DISCUSSIONS</b>		
4a.	Public Works Director Report	<ul style="list-style-type: none"> <li>• Extensive ice has resulted in lots of hours for employees</li> <li>• Tree trimming is set (letters to residents sent)</li> <li>• After storm curb-side pick-up has been taking place</li> <li>• Well study moving forward</li> </ul>	

4b.	Police Chief Report	<ul style="list-style-type: none"> <li>Data from speeds on Kowalski Road collected</li> <li>Busy month for KPD</li> </ul>	
4c.	Fire Chief Report		
4d.	Planning Tech Report – UWSP Project	<ul style="list-style-type: none"> <li>Project is moving forward.</li> <li>William Gau to give update during the next CLIPP meeting.</li> </ul>	
4e.	Complaint Log	All complaints have been attended to by staff.	
5.	<b>OLD BUSINESS</b>		
5a.	<b>Discussion &amp; Recommendation:</b> Request staff to seek available grant monies for expansion of Kronenwetter’s water & sewer system update	<ul style="list-style-type: none"> <li>Hekrdle said a professional analysis/ study needs to be done before the Village can apply for grants.</li> <li>Discussed the amount the study will require.</li> <li>Discussed previous action taken by the Utility Committee and Village Board.</li> <li>Mentioned grant money received by other cities and their possible input and information.</li> </ul>	Motion by Kilsdonk/Leff to recommend the the Village Board to appropriate \$25,000 to facilitate an engineering study for the maintenance and upkeep of the sewer system. Motion passed 4:0 by roll call vote.
6.	<b>NEW BUSINESS</b>		
6a.	<b>Discussion &amp; Recommendation:</b> Future Village waste site land	<ul style="list-style-type: none"> <li>Hekrdle is currently working on possible sites.</li> <li>Add item to next agenda as discussion item.</li> </ul>	NO ACTION TAKEN
6b.	<b>Discussion &amp; Recommendation:</b> Update of Amending Ord. 520-126	<ul style="list-style-type: none"> <li>Need to follow-up with Duane regarding the meaning of the language in the ordinance.</li> </ul>	NO ACTION TAKEN
6c.	<b>Discussion:</b> Charging for park amenities	<ul style="list-style-type: none"> <li>Discussed the previous fee system vs. current rental procedure.</li> </ul>	Motion by Eiden/Kilsdonk to direct staff to come up with reservation fee for athletic fields to be presented to the Village Board before the end of January. Motion passed 4:0 by voice vote.
6d.	<b>Discussion &amp; Recommendation:</b> Brian Wonsil Roadway Access Application Permit	<ul style="list-style-type: none"> <li>Discussion regarding the Wonsil’s permit application process being erroneous</li> </ul>	Motion by Kilsdonk/Eiden to send the Brian Wonsil Roadway Access Application Permit to the Village Board

		<p>and invalid thus making the encroachment illegal.</p> <ul style="list-style-type: none"> <li>• Discussion of permit application being a violation to state and local laws.</li> <li>• Discussion of this being a personal issue, public interest issue, safety issue</li> <li>• Discussion on past efforts made regarding this issue.</li> </ul>	<p>with a recommendation to refer it for a legal opinion from an attorney. Motion passed 3:0 by voice vote. (Leff had left the meeting.)</p>
7.	<b>SUGGESTED ITEMS FOR FUTURE AGENDA:</b>	<ul style="list-style-type: none"> <li>• Add announcements item to agenda.</li> <li>• Future Village waste site land</li> </ul>	
8.	<b>NEXT MEETING: February 6, 2023 p.m. Municipal Board Room</b>		
9.	<b>ADJOURNMENT</b>	Meeting adjourned 8:28 p.m.	Motion by Kilsdonk/Eiden to adjourn meeting. Motion passed 3:0 by voice vote.



APPROVED MINUTES

Utility Committee  
Regular Meeting Minutes  
Tuesday, January 3, 2023

**1. Call meeting to order-@ 5:45PM**

a. Pledge of Allegiance

b. Roll Call-

Committee members present: Village President Chris Voll, Alex Vedvik, Jim Buck, Craig Mortensen

Staff Members Present: Duane Gau; Interim Village Administrator; Dan Hekrdle; Public Works Director; Kimberly Coyle; Water Utility Clerk,

Guests: Mark Thompson via telephone

**2. Public Input: None**

**3. Approval of Previous Utility Committee (UC) Minutes: December 6, 2022: Motion by Mortensen/Vedvik, Motion carried 4-0**

**4. Staff Reports:**

a. Utility Director Report-

**5. Old Business:**

a. **Lift Station Condition Engineering Study-RFP bid for 2-phase study on sewer utility condition & future capacity study.** Improved-High level heat issues on #7, pulling pump to investigate.

b. **New Well Study – Rural Water well head protection plan for well #3.** - Mark Thompson appeared by phone.

c. **Analysis for rate increase for sewer-collecting data and information-Duane Gau,** walked thru what needs to be done.

d. **Update on the water filtration plan-** Plans given to board and will discuss at next meeting.

**6. New Business:** No new business

**7. Suggested Items for Future Agenda:**

a. Updating the broadband options for the village

b. Board would like to look at having a monthly water/sewer bill.

c. Omerall-Steve Bilkey phone 920-685-7020

**8. Adjournment: Motion by Mortensen/Buck, motion passed 4-0 @ 7:12PM**

Members:

UC: Chris Voll      Craig Mortensen      Jim Buck      Alex Vedvik      Sean Dumais      Kimberly Coyle

**Minutes By: Kim Coyle/Water Utility Clerk**

**NOTICE:** If a person with a disability requires the meeting be accessible or that the materials at the meeting be in accessible format, call the Clerk's office at least 48 hours in advance to request accommodations. Tel: 715-693-4200 ext. 111 during business hours.

Posted: 10/31/2022 Kronenwetter Municipal Center, and [www.kronenwetter.org](http://www.kronenwetter.org)

Faxed: Wausau Daily Herald, WAOW, WSAW, WSAU, Everest Herald, and Mosinee Times



<b>MEETING DATE:</b> 2-13-2023	<b>REPORT TO VILLAGE BOARD</b>			<b>AGENDA ITEM #</b> 8.1
<b>PRESENTING COMMITTEE:</b> N/A	<b>COMMITTEE CONTACT:</b> N/A	<b>STAFF CONTACT:</b> Roger Habeck – Finance Director/Treasurer	<b>PREPARED BY:</b> Roger Habeck – Finance Director/Treasurer	
<b>ISSUES:</b> Service Agreement – CliftonLarsonAllen LLP (CLA) for GASB# 87				
<b>OBJECTIVES:</b> Include in audit CLA master service agreement provide services to meet GASB# 87 requirement for leases.				
<b>ISSUE BACKGROUND/PREVIOUS ACTIONS:</b> In 2022 GASB# 87 became effective which changes the handling of all revenue and expense for leases.				
<b>PROPOSAL:</b> Make a Motion for approval including GASB# 87 in scope work of master service agreement.				
<b>ADVANTAGES:</b> Timely and accurate completion of new accounting standard.				
<b>DISADVANTAGES:</b> N/A				
<b>ITEMIZE ALL ANTICIPATED COSTS (Direct or Indirect, Start-Up/One-Time, Capital, Ongoing &amp; Annual, Debt Service, etc.)</b> Estimate \$1,000 for lease preparation software plus time billed.				
<b>RECOMMENDED ACTION:</b> Motion to approve of amendment to scope of work for CLA master service agreement.				
<b>OTHER OPTIONS CONSIDERED:</b> None				
<b>TIMING REQUIREMENTS/CONSTRAINTS:</b> N/A				
<b>FUNDING SOURCE(s) – Must include Account Number/Description/Budgeted Amt CFY/% Used CFY/\$ Remaining CFY</b> Account Number: 100-00-51400-510-000 Description: Independent Audit/Accounting Budgeted Amount: \$25,000.00				
<b>ATTACHMENTS (describe briefly):</b> CLA statement of work				



February 1, 2023

This document constitutes a statement of work ("SOW") under the master service agreement ("MSA") dated October 19, 2022, or superseding MSA, made by and between CliftonLarsonAllen LLP ("CLA," "we," "us," and "our") and Village of Kronenwetter ("you," "your," or "the entity"). We are pleased to confirm our understanding of the terms and objectives of our engagement and the nature and limitations of the services CLA will provide for the entity as of and for the year ended December 31, 2022.

### **Nonattest services**

We will provide the following nonattest services:

#### **CLA New Accounting Standard Assessment**

- Provide preparation checklist(s) to assist with your adoption of GASB Statement No. 87, Leases and explain how it applies to the entity.
- Analyze and evaluate how the leases will be accounted for based on the selection of potential leases provided by you.
- Assist with proposal of journal entries and drafting the related GASB Statement No. 87 financial statement disclosures for your review and approval.
- Provide to you sufficient information for you to oversee the services, evaluate the adequacy and results of the services; accept responsibility for the results of the services and ensure your data and records are complete.

### **Additional assistance**

Upon your request, CLA shall make its resources available to provide additional assistance with implementing the new lease standard. This could include assisting you with your communications to the users of your financial statements or others, as identified by you, regarding how the standard will impact the entity and your financial statements. If requested, we can assist you with developing and delivering training on the new standards for selected members of the entity.

### **Client information requirements**

The entity agrees it is solely responsible for the accuracy, completeness, and reliability of all of the entity's data and information that it provides CLA for our engagement. The entity agrees it will provide any requested information on or before the date we commence performance of the services.

You agree that you are solely responsible for the accuracy, completeness, and reliability of all of your data and information that you provide CLA for our engagement and that CLA has no such responsibilities. We will provide you a data checklist of information required to complete the reports. You agree to have the vast majority of the requested information (data checklist) available as determined in the mutually agreed-upon timeline.

**CLA’s responsibilities related to the nonattest services and the related limitations**

CLA will not assume management responsibilities, perform management functions, or make management decisions on behalf of the entity. However, we will provide advice and recommendations to assist management in performing its responsibilities.

This engagement is limited to the nonattest services outlined above. CLA, in its sole professional judgment, reserves the right to refuse to do any procedure or take any action that could be construed as assuming management responsibilities, making management decisions, or performing management functions, including approving journal entries. CLA will advise the entity with regard to positions taken in the performance of the nonattest services, but management must make all decisions with regard to those matters.

Our engagement cannot be relied upon to disclose errors, fraud, or noncompliance with laws and regulations. We have no responsibility to identify and communicate deficiencies in your internal control as part of this engagement.

We have no responsibility to ensure the entity’s lease accounting practices, systems, or reports comply with applicable laws or regulations, all of which remain your sole responsibility.

Because the services listed above do not constitute an examination, audit, or review, we will not express an opinion or conclusion or issue a written report on your application of the requirements of GASB Statement No. 87 as it relates to contracts. You agree that our services are not intended to be used by a third party in reaching a decision on the application of the requirements of GASB Statement No. 87 to a specific transaction.

**Management’s responsibilities related to nonattest services**

For all nonattest services we may provide to you, including these consulting services, you agree to assume all management responsibilities; oversee the services by designating an individual, preferably within senior management, who possesses suitable skill, knowledge, and/or experience to understand and oversee the services; evaluate the adequacy and results of the services; and accept responsibility for the results of the services. You have designated Roger Habeck, Treasurer/Finance Director to fulfill this role. You will be solely responsible for making all decisions concerning the contents of our communications and reports, for the adoption of any plans, and for implementing any plans you may develop, including any that we may discuss with you. Management is responsible for the design, implementation, and maintenance of effective internal control over financial reporting and over compliance, including evaluating and monitoring ongoing activities, (1) relevant to the preparation and fair presentation of financial statements that are free from material misstatement, (2) to prevent and detect fraud, and (3) to ensure that the entity complies with applicable laws and regulations. Management is responsible for ensuring that your data and records are complete and that you have received sufficient information to oversee the services.

Management also agrees to assume all management responsibilities related to determining, reviewing, and approving lease information and schedules and related journal entries.

### **Engagement administration and other matters**

A list of information we expect to need for our engagement and the dates required will be provided in a separate communication.

Our relationship with you is limited to that described in this letter. As such, you understand and agree that we are acting solely as independent accountants. We are not acting in any way as a fiduciary or assuming any fiduciary responsibilities for you. We are not responsible for the preparation of any report to any governmental agency, or any other form, return, or report or for providing advice or any other service not specifically recited in this letter.

CLA may, at times, utilize external web applications to receive and process information from our clients; however, it is not appropriate for you to upload protected health information using such applications. All protected health information contained in a document or file that you plan to transmit to us via a web application must be redacted by you to the maximum extent possible prior to uploading the document or file. In the event that you are unable to remove or obscure all protected health information, please contact us to discuss other potential options for transmitting the document or file.

### **Fees**

Our professional fees will be billed based on the time involved and the degree of responsibility and skills required. We will also bill for expenses (including internal and administrative charges) plus a technology and client support fee of five percent (5%) of all professional fees billed.

In addition to our professional fees, we will bill for the following lease service fees in the initial period:

- Lease preparation tools and templates: \$1,000

In future periods when we are asked to update the lease information, we will charge professional and service fees based on the time involved in removing/adding leases and producing new schedules and reports. The annual fee for maintaining leases in our system will be evaluated and billed annually and will be based upon the number of leases on that date or upon other modifications (additions or deletions).

### **Record retention**

Our working papers, including any copies of your records that we chose to make, are our property and will be retained by us in accordance with our established records retention policy. This policy states, in general, that we will retain our working papers for a period of seven years. After this period expires, our working papers and files will be destroyed. Furthermore, physical deterioration or catastrophic events may shorten the time our records are available. The working papers and files of our firm are not a substitute for the entity's records.

### **Agreement**

We appreciate the opportunity to be of service to you and believe this letter accurately summarizes the significant terms of our engagement. This letter constitutes the entire agreement regarding these services

and supersedes all prior agreements (whether oral or written), understandings, negotiations, and discussions between you and CLA. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign, date, and return to us.

Sincerely,

**CliftonLarsonAllen LLP**

**Client**

Village of Kronenwetter

SIGN:

\_\_\_\_\_  
Duane Gau, Interim Village Administrator

DATE:

Village of Kronenwetter

SIGN:

\_\_\_\_\_  
Chris Voll, Village President

DATE:

**CLA**

Amber Danielski, CPA CMA

*Amber Danielski*

\_\_\_\_\_  
SIGNED 2/2/2023, 6:02:20 AM CST

**Acceptance and acknowledgement**

On behalf of Village of Kronenwetter, I acknowledge that the terms of this agreement accurately state our understanding with CLA, and Village of Kronenwetter agrees to be bound by them.

**Response**

This letter correctly sets forth the understanding of Village of Kronenwetter.

<b>MEETING DATE:</b> 02/13/2023	<h1>REPORT TO VILLAGE BOARD</h1>		<b>AGENDA ITEM #</b> 8.2
<b>PRESENTING COMMITTEE:</b> CLIPP	<b>COMMITTEE CONTACT:</b> Christopher Voll	<b>STAFF CONTACT:</b> Bobbi Birk-LaBarge, Village Clerk and Duane Gau, Interim Administrator	<b>PREPARED BY:</b> Bobbi Birk-LaBarge
<b>ISSUE:</b> To replace Trustee Joel Straub as Chair of CLIPP			
<b>OBJECTIVES:</b> To fill vacant CLIPP position			
<b>PROPOSAL:</b> To have the Village Board approve President Chris Voll as Chair of CLIPP			
<b>ADVANTAGES:</b> To fill a vacant position			
<b>DISADVANTAGES:</b> N/A			
<b>ITEMIZE ALL ANTICIPATED COSTS (Direct or Indirect, Start-Up/One-Time, Capital, Ongoing &amp; Annual, Debt Service, etc.)</b>			
<b>RECOMMENDED ACTION:</b> Motion to approve the appointment of President Voll as Chair of CLIPP			
<b>OTHER OPTIONS CONSIDERED:</b> N/A			
<b>TIMING REQUIREMENTS/CONSTRAINTS:</b> ASAP			
<b>FUNDING SOURCE(s) – Must include Account Number/Description/Budgeted Amt CFY/% Used CFY/\$ Remaining CFY</b> N/A			
<b>ATTACHMENTS (describe briefly):</b> None			

<b>MEETING DATE:</b> 01/23/23	<h1>REPORT TO VILLAGE BOARD</h1>		<b>AGENDA ITEM # 8.3</b>
<b>PRESENTING COMMITTEE:</b>	<b>COMMITTEE CONTACT:</b> President Voll	<b>STAFF CONTACT:</b> Chief Terry McHugh & Interim Administrator Gau	<b>PREPARED BY:</b> Chief Terry McHugh
<p><b>ISSUE:</b> Police Lieutenant and Chief pay rates in light of updated pay rates for officers and sergeants and as part of overall wage restructuring that has been taking place in the police department and Village as a whole.</p> <p>As part of the Jan. 17, 2023 APC meeting, the committee voted unanimously to approve the wage increases as presented for review by the Village Board.</p>			
<p><b>OBJECTIVES:</b> Finalize pay rates for the lieutenant and chief.</p>			
<p><b>ISSUE BACKGROUND/PREVIOUS ACTIONS:</b></p> <p>The APC and Village Board looked at officers’ and sergeants’ wages after the WPPA, who represents the officers, asked the Village to open negotiations regarding pay this past fall. Pay rates were set for the patrol officers and police sergeant positions. These raises made the officers’ and sergeants’ pay rates competitive with area departments, thus benefiting us in recruitment and retention. The raises for officers and sergeants went into effect on Jan. 1, 2023. The base pay for sergeants is now \$82,638 (\$39.73 x 2,080). Initial proposals were to move the lieutenant’s annual base salary to \$88,816 and the chief’s base pay to \$94,309 but those have not been put into effect yet. Administrator Gau planned to take this topic up in early 2023 along with some other department heads.</p> <p>As the final pieces of the 2023 budget were being put together, the Treasurer brought a salary compression issue to the attention of Interim Administrator Gau and me, namely that when one factors in overtime, shift differential pay, and the annual holiday check that the officers and sergeants receive, this would push the sergeants close to or past the lieutenant’s salary and within roughly \$3,800 of the chief. It was so late into the 2023 budget process and so much of the budget had already been finished by staff that it was decided to just move this aspect into 2023.</p> <p>When looking at the lieutenant’s overtime and shift differential pay over the past three years, it is roughly around \$2,000 on average. He is not part of the union and therefore does not get an annual holiday paycheck like the officers and sergeants. Further, he limits his overtime as much as possible to save the village whenever he can.</p> <p>The lieutenant is still an hourly employee and has had to assist in the patrol rotation when needed and handle calls for service. With the addition of the patrol sergeants, Interim Administrator Gau recommended that this position be a salaried position instead of hourly. The lieutenant handles primarily administrative tasks right now anyway but we would remove the patrol requirement since we have two additional officers coming on board and we have two sergeant positions. This would obviously remove OT and shift differential pay from him by moving him to salary.</p> <p>With the recommendation from the APC to review the lieutenant’s job description and make sure his position is correctly assigned as FLSA exempt , I took another look at it, deleted the patrol requirements as mentioned earlier, and made a couple of additions. I reviewed that with the assistance of flsa.com and I feel that this is covered correctly as FLSA exempt. <a href="#">Fair Labor Standards Act (FLSA) &amp; Police Officers -- The Online Wages, Hours and Overtime Pay Resource</a></p>			



I looked at 2020-2022 for gross salary for the four officers who have been here since then (Ofcs Dunst, Xiong, Seehafer and Shope) and specifically looked at their OT, shift differential, and holiday check payout. These are supplemental areas of income that the Lt (assuming he's moved to salary) and I do not get. The three categories ranged from \$7,676 to \$9,465/year in addition to their base pay.

Rather than just take the average of those figures, I tried to come up with a figure that I thought would be more specific to the sergeants. Interim Administrator Gau used the sergeant's projected salary when he recommended adjustments for the lieutenant and chief's annual salaries.

Here's my breakdown:

**Sgt. Holiday Pay Check:**  $\$39.73 \times 80 \text{ hours} = \$3,178$

**Shift Differential:** The sergeants' hours fall under both second and third shift pay differential, so as I looked at the officers' shift differential over the last three years, I estimated \$1,600. Officers who worked these hours over the last three years ranged from \$1,200+ up to \$1,900+ in shift differential, so I felt that \$1,600 would be a safe estimate.

**Overtime:** I did not take the average of the last three years of OT for the officers because I hope that with the additional staffing, we can avoid some of the staffing crunches that have plagued us in the past and thereby reduce OT. I estimated a very modest \$3,000 in OT per sergeant and again, that is a very conservative figure because over the last three years, the lowest we've ever seen in OT per person (including potential comp time payout) was \$3,056. On the opposite end of the spectrum, we've had officers earn well over \$6,000 in OT over the past three years. Adding these three figures equals \$7,778 and I just rounded to \$7,800 for an even figure.

I then added \$7,800 to the sergeant's base pay:  $\$82,638 + \$7,800 = \$90,438$ . It is projected that the sergeants will earn no less than \$90,438 and bear in mind that with their new hourly rate, the OT will rack up even faster. Again, for these reasons, this is a conservative estimate.

I met with Interim Administrator Gau on 01/11/2023 and we discussed this situation. Based on the sergeant's pay, Interim Administrator Gau recommended the following:

**Lieutenant's Rate:** Add 8% to the Sergeant's projected total of \$90,438 and split that in two.

1. Retroactive to Jan. 1, 2023, set the lieutenant's salary at \$94,055
2. On July 1, 2023, set the lieutenant's salary to \$97,673

**Chief's Rate:** Add 8% to the lieutenant's proposed top pay and split that in two.

1. Retroactive to Jan. 1, 2023, set the chief's salary at \$99,900
2. On July 1, 2023, set the chief's salary to \$105,486

The chief and lieutenant would then not be up for a wage adjustment until mid-year 2024 at their anniversary dates. As a note, the patrol sergeants will receive an additional 4% raise on Jan. 1, 2024, which will put their base pay just under \$86,000 (OT, shift differential, and the holiday check will push them close to \$94,000). Administrator Gau felt the salary increases for the lieutenant and chief could be covered in the budget, and when I spoke to the Treasurer, he did some very rough and preliminary digging and believed that we should have extra money in the officer/sergeant premium pay account that could offset the cost of these wage increases.

#### **PROPOSAL:**

**ADVANTAGES:** Set pay rates for management that are appropriately above patrol officers and sergeants. If sergeants make close to or as much money as the lieutenant, it is going to be much more difficult to keep or attract someone to fill that position. Likewise with the chief's position. Setting higher salaries addresses the added responsibility, knowledge, and stress involved in these upper management positions.

<b>DISADVANTAGES:</b> There's an obvious cost to higher salaries across the board.
<b>ITEMIZE ALL ANTICIPATED COSTS (Direct or Indirect, Start-Up/One-Time, Capital, Ongoing &amp; Annual, Debt Service, etc.)</b>
<b>RECOMMENDED ACTION:</b> Approve new pay rates for the lieutenant and chief.
<b>OTHER OPTIONS CONSIDERED:</b> N/A
<b>TIMING REQUIREMENTS/CONSTRAINTS:</b>
<b>FUNDING SOURCE(s) – Must include Account Number/Description/Budgeted Amt CFY/% Used CFY/\$ Remaining CFY</b>
<b>ATTACHMENTS (describe briefly):</b>

# EMPLOYEE HANDBOOK



*Come Grow With Us*

Village of Kronenwetter

[www.kronenwetter.org](http://www.kronenwetter.org)

Version 5

59 of 328

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# WELCOME TO THE VILLAGE



**1.1** On behalf of the Village of Kronenwetter, we welcome you as a member of the Village team. You will find that there are many benefits to working for the Village of Kronenwetter and we hope your association with us will be challenging and rewarding.

Together we will advance Kronenwetter as a positive and professional organization.

The Village has a very strong commitment to achieving excellence in the service we provide to our citizens. Our goal is to provide high-quality care to our citizens in a friendly, efficient, and ethical manner.

In order to maintain an excellent level of service, each of us must be flexible in performing a variety of work such as occasionally working variable hours when the need arises. When we all work as a team, we all benefit from the cooperation. We want and need your input on how to improve our service to our citizens, as well as on how to make the Village of Kronenwetter an even better place in which to work and live. Your participation and involvement are welcomed.

Great communities do not just happen; they require a great deal of effort and hard work on the part of community leaders and all employees.

Our personnel policies are based on the belief that our success is primarily dependent upon our employees. Our goal is to:

- Recognize you as an important part of the team
- Provide a safe, efficient, and pleasant workplace
- Establish and maintain a truly "open door" communications environment
- Encourage high-quality service to our citizens

This Employee Handbook has been developed to keep employees informed about the various policies and procedures that affect your work life with us. Read these pages carefully and keep this handbook readily available as it answers many of the questions that typically arise.

Sincerely, *Chris Voll* President – Village of Kronenwetter

# ABOUT THIS HANDBOOK



**1.2** The purpose of this handbook is to establish and maintain a reasonable system for administration of all personnel matters except those matters covered by collective bargaining agreements. You are encouraged to familiarize yourself with the contents of this handbook since it will answer many questions concerning your employment at the Village of Kronenwetter (“the Village”).

This Employee Handbook applies to all regular full-time and regular part-time employees as well as occasional, temporary, and seasonal employees of the Village except where noted. *Where there is any conflict, the provisions of an applicable formal labor agreement between the Village and a certified collective bargaining unit shall supersede the terms of this Employee Handbook.*

**This Employee Handbook is not a contract guaranteeing employment for any specific duration. Although we hope that your employment relationship with us will be long-term, either you or the Village may terminate this relationship at any time, for any reason. No oral statements by Management can alter this disclaimer, create a contract, or modify the at-will status of the employee. While the Village Administrator can make an offer of employment, those offers have to be approved by the Village Board.**

Employees employed under a collective bargaining agreement with the Village may have provisions within that agreement that modify or deviate from the provisions contained herein.

The Village retains the right to change, revise, deviate from, or discontinue any of the policies and/or benefits described in this handbook. This handbook cannot anticipate every situation or answer every question about employment. It is not an employment contract and does not create contractual obligations.

If you have any suggestions or questions related to this handbook, you are encouraged to discuss them with your supervisor, as we want to make this a truly team experience with an open flow of communication.



# ABOUT OUR OPEN DOOR POLICY

**1.3** We are committed to promoting and practicing an “open door” attitude among all of our employees. We recognize that whenever a group of people work together, there are bound to be some differences of opinion and problems may occasionally arise.

If you have a question, concern, or problem related to your employment, you are strongly encouraged to openly and honestly discuss the situation directly with your Supervisor. We want and need your involvement and participation in problem solving. Nursing a concern in silence or discussing it with other employees who don't have the authority to resolve it can be very frustrating. We can't work toward correcting a problem if we don't know about it.

Please discuss problems or concerns with your Department Head as soon as the issue or problem arises. Problems and complaints are to be handled in accordance with **Policy HR-002 Problem Resolution**, which can be found in Appendix One, at the end of this handbook.

## WHAT IS EXPECTED OF YOU

**1.4** Because we are very customer service oriented, we need you to be committed to our way of doing business. We expect you to:

- **Give high-quality service to our citizens.** You should consider anyone with whom you interact in the conduct of Village business to be one of our citizens. Treat all citizens with the utmost respect, courtesy, promptness, cooperation, friendliness, and confidentiality.
- **Do your job well.** You were hired because of your skills and abilities in certain areas. We need you to be at work on a regular basis, to understand and perform your job well, to continue to improve your skills, and to constantly think of ways to do your job better.
- **Help make this a good place to work.** Each one of us is part of what we call our “work environment” and thus has an impact on our coworkers and how they feel about working here. By cooperating with each other, finding ways to help out even when not asked, knowing and respecting each other's strengths and weaknesses, and treating each other with courtesy and respect, we can each do our part to make this a pleasant and rewarding place to work.

# CUSTOMER RELATIONS

**1.5** It is vital that employees of the Village treat citizens in a courteous and respectful manner at all times.

Employees should always remember that the citizen comes first, and they are entitled to the same thoughtful treatment that the employees would like to receive.

Employees should aim to never keep a citizen waiting an unreasonable amount of time and to treat them politely. Even when specific answers or solutions are not immediately available, timely communication with all citizens regarding the status of their issues is critical to the provision of good customer service.



# EMPLOYMENT POLICIES

## EQUAL EMPLOYMENT OPPORTUNITY

**2.1** We are an equal opportunity employer. All employment decisions are based on merit, qualifications, and competence. Our employment practices are not influenced or affected by an applicant's or employee's race, color, religion, gender, sexual orientation, national origin, age, disability, or any other characteristic protected by law. This policy governs all aspects of employment, promotion, assignment, discharge, and other terms and conditions of employment.

It is also our policy to comply with applicable laws providing for nondiscrimination in employment against qualified individuals with disabilities. An employee who believes he or she may require an accommodation should contact the Village Administrator.

# HARRASSMENT IN THE WORKPLACE

**2.2** We are committed to providing a work environment that is free of discrimination and harassment. In keeping with this commitment, we do not tolerate harassment of our employees by anyone, including any Supervisor, coworker, elected or appointed official, vendor, or customer.

Harassment includes unwelcome conduct (verbal or physical), actions, words, jokes, or comments based on an individual's protected status such as gender, sexual orientation, color, race, ethnicity, age, religion, disability, marital status, or any other legally protected characteristic. We will not tolerate harassing conduct that affects job benefits, interferes unreasonably with an employee's work performance, or creates an intimidating, hostile, or offensive work environment.

**Sexual harassment** deserves special attention. Unwelcome sexual advances, requests for sexual favors, and other physical, verbal, or visual conduct based on sex constitute sexual harassment when:

- Submission to such conduct is made a condition of employment
- Submission to or rejection of such conduct is used as a basis for employment decisions
- Such conduct unreasonably interferes with an individual's work performance or creates a hostile, intimidating, or offensive work environment

Examples of sexual harassment include, but are not limited to:

- Repeated offensive sexual flirtations, advances, or propositions
- Innuendoes, suggestive comments, sexually oriented "kidding," jokes about gender specific traits, or foul or obscene language or gestures
- Displays of foul or obscene printed or visual material
- Unwelcome and unnecessary physical contact, such as patting, pinching, or brushing against another's body.

All employees are responsible for creating an atmosphere free of discrimination and harassment, sexual or otherwise. If you feel you have experienced or witnessed harassment, notify your Department Head or the Village Administrator immediately. See also **Policy HR-002 Problem Resolution**, in Appendix One, for further steps you can take.

Every reported incident of employee harassment will be thoroughly investigated by a third party selected by the Village Board with respect for the confidences and sensitivities of the situation. If it is determined that harassment has occurred, appropriate disciplinary action will be taken, up to and including termination of employment.

We prohibit any form of retaliation against any employee for filing a bona fide complaint under this policy or for assisting in a complaint investigation.

Unprofessional or disrespectful behavior, even if not rising to the level of "harassment", will not be tolerated.

# CONFIDENTIALITY

**2.3** The Village follows Wisconsin State Statutes regarding Open Records. See the Village Clerk for details.

The Village is in possession of information and documents that it deems to be confidential and should not be voluntarily disclosed to the public. The Village Clerk is responsible for fulfilling document requests pursuant to the Wisconsin Public Records laws. As indicated in **Section 153-12 of the Village of Kronenwetter's General Code of Ordinances**, the Village Assessor, Finance Director/Treasurer, Building Inspector, Community Development/Zoning Administrator, Public Works Director, Fire Chief, Police Chief, and Court Clerk may also release records in their custody. Employees are prohibited from disclosing any confidential documents to a third party and shall refer all questions regarding requests for documents or information to the Village Clerk.

Employees are also prohibited from verbally disclosing confidential information to any third party or to a co-worker unless he or she has a specific need to know for job-related reasons. Employees are expected to use discretion in determining whether information is confidential, and should request clarification from the Village Clerk regarding the disclosure of possible confidential information. Examples of confidential information include:

- Any information discussed in a closed session meeting at the Village
- Any information relating to ongoing litigation
- Any information relating to possible contracts, or offers to purchase any real estate
- Any sensitive information relating to co-workers or candidates for employment
- Any other confidential information in the Village's possession, including but not limited to medical information, credit information, and social security numbers, etc

The Village maintains confidential employee personnel files. These files contain documentation regarding all aspects of employment, such as performance evaluations, benefit information, disciplinary actions, and letters of recommendation. Certain personnel records are, by law, not subject to inspection in most situations. Personnel files and records are the property of the Village and shall be maintained confidentially by designated staff including the Village Clerk, Police Chief, and Police and Fire Commission Clerk.

An employee may request to review his/her personnel records. Such a request will be conducted in the presence of the Village Administrator or his/her designee at a mutually convenient time. Employees are entitled to a copy of their personnel records.

During your employment, as well as subsequent to your employment, you will not disclose any confidential information or records to unauthorized individuals, within either the Village or others outside the Village. Any confidential documents you may have in your possession when your employment with the Village ends must be returned immediately.

Any current or former employee who discloses trade secrets which is defined as information, including a formula, pattern, compilation, program, device, method, technique, or process, that derives independent economic value, actual or potential, from not being generally known to or readily ascertainable through appropriate means by other persons who might obtain economic value from its disclosure or use; and is the subject of efforts that are reasonable under the circumstances to maintain its secrecy. Or any employee who discloses confidential business information, or confidential information concerning a citizen will be subject to disciplinary action up to and including termination of employment and/or legal action.

## CONFLICTS OF INTEREST

**2.4** The Village's policy is to conduct business ethically and to avoid conflicts of interest or even the appearance of such conflicts. Our employees have an equal obligation to avoid conflicts of interest.

Employees are expected to report conflicts of interest to their Department Head immediately upon discovery or suspicion of the conflict. Examples of conflicts of interest are listed below (but are not limited only to these items):

- You have an outside business that is a purchaser or supplier of goods or services to the Village
- You have an outside business involvement or employment which interferes with your ability to devote full attention to your responsibilities at the Village (ex. moonlighting)

Notify your Department Head immediately if these or similar situations happen in the course of your employment at the Village. Each situation will be reviewed on its merits, and you will be notified of decisions made or actions to be taken. Not reporting a real or potential conflict of interest is a serious matter and can be cause for discipline up to and including termination and legal action.

## EMPLOYMENT CATEGORIES

**2.5** Employees belong to one of the employment categories described below:

**Regular full-time** employees are regularly scheduled to work 32 or more hours per week. They are eligible for the full benefit package subject to the terms, conditions, and limitations of each benefit program as outlined in plan documents and benefit policies in the Employee Handbook or in an applicable collective bargaining agreement. If the employee is classified as FLSA nonexempt, the workweek will not exceed 40 hours unless overtime is required by the Supervisor.

**Regular part-time** employees are regularly scheduled to work less than 32 hours a week. Hours may vary widely from week to week, depending on the needs of the business at the time. Regular part-time employees are not eligible for the Village's benefits, other than those benefits that are designated in Section 3 of this employee handbook for Regular part-time employees. Part-time employees are eligible for legally mandated benefits.

**Temporary or Seasonal employees** are hired to work for a specified period of time such as during a particularly busy period, or for the summer. Hours may vary widely from week to week, depending on the needs of the Village at the time. Temporary employees are not eligible for the Village's benefits. Temporary or Seasonal employees are eligible for legally mandated benefits.

In addition to the categories outlined above, each job is designated as either **exempt** or **nonexempt** under the Federal Fair Labor Standards Act (FLSA) and State of Wisconsin Wage and Hour Laws.

**Exempt:** Employees in exempt positions are paid on a salary basis, are excluded from specific provisions of federal and state wage and hour laws, and are not eligible for overtime pay or compensatory time off.

**Nonexempt:** Employees in nonexempt jobs are paid on an hourly basis and are entitled to overtime pay or compensatory time off for hours worked in excess of 40 hours per week.

## ORIENTATION PERIOD

**2.6** The initial orientation period for every newly hired or recently promoted employee will be three months or as defined in a collective bargaining agreement. Each new or newly promoted employee will have a formal review after three months of employment or as defined in a collective bargaining agreement.

Upon completion of the orientation period, a new employee may be eligible for a salary adjustment based on his/her Supervisor's recommendation and with the approval of the Village Administrator. After successful completion of the orientation period, optional salary adjustments will follow guidelines set forth by the Village Board. After insufficient or inadequate completion of the orientation period, the employee may be discharged. If employee is a department head, the Village Administrator will recommend to the Village Board any disciplinary action he or she deems necessary to address any orientation period concerns. Any exception must be approved by the Village Board.

## HIRING

**2.7** The Village will select the candidate it determines is the most qualified applicant for any position. All vacant positions will be posted both internally and externally until the position is filled or there is no longer a need for the position to be filled. The Village will consider all candidates who have applied for the vacant position based upon their qualifications for the job for which they have applied. Consideration will include an employee's skill set, education, related experience, knowledge, interpersonal skills, and ability to efficiently and effectively perform the functions of the open position.

# OUTSIDE EMPLOYMENT

**2.8** Regular full-time Village employees may not engage in outside employment without first providing written notification to their Department Head.

The Village will generally permit employees to engage in outside employment so long as, in the opinion of the Village Administrator and the Department Head, the outside work would not affect the quality or quantity of the employee's work for the Village, prevent the employee from devoting his/her primary interest to the accomplishment of his/her work for the Village, or tend to create a conflict, or the appearance of a conflict, between the private interest of the employee and the employee's official responsibility to the Village. Employees are prohibited from entering into any arrangement that involves the performance of services while on Village time or while using Village equipment. No employee shall receive compensation other than from the Village for the performance of services while on Village time.

# ATTENDANCE AND PUNCTUALITY

**2.9** Our successful operation depends on the regular attendance of each of our employees. Your job is important; we need you to be reliable and punctual in reporting for scheduled work.

Unscheduled absenteeism and tardiness, whatever their causes, are disruptive and place a burden on your fellow employees and our customers. It also makes it difficult for us to operate efficiently.

If you will be unavoidably late to work or absent, please contact your Department Head as soon as you know you will be late or absent for your scheduled starting time. Check with your Department Head when you arrive and record the time you actually start working on your time sheet. If you will be absent, make sure your Department Head knows about any customer(s) you are currently working with and what other work needs to be taken care of during your absence.

Please contact us each day you will not be able to work. We may require a doctor's note for absences of two or more consecutive days.

Poor attendance and excessive tardiness will have a negative impact on your performance evaluation and on consideration for pay increases and promotions and may result in disciplinary action, up to and including termination.

Any employee who does not report to work and does not notify us within 3 working days after the start of his/her scheduled shift will be considered to have voluntarily terminated his or her employment with us.

# HOURS OF WORK

**2.10** Individual employee work hours may vary based on scheduling needs and services provided. Your Department Head will tell you when your work schedule will normally begin and end.

A workday will include two fifteen (15) minute paid rest breaks and a thirty (30) minute unpaid lunch break for each regular full-time non-exempt employee who works at least eight (8) hours a day. Lunch and rest break schedules will be set by your immediate Supervisor and may differ by department. Skipping paid rest breaks will not shorten your workday. Unpaid lunch breaks must be documented on employee time sheets.

You must “clock out” by indicating on your time sheet that you are taking an unpaid lunch period any time you leave the Village premises or work site for personal reasons and must then “clock in” upon return. You must make arrangements with your supervisor before taking a nonscheduled break.

Due to the nature of Village services, the normal workday and operating schedule may vary considerably from department to department. The Village retains the right to restructure an employee’s workday or work schedule for the purpose of promoting efficient operations and a high level of customer service.

The Municipal Center will typically be open and available to residents from 8 a.m. to 4:30 p.m. daily and personnel will be scheduled to cover those hours. Except in unavoidable circumstances, at least one Department Head or the Administrator must be present in the Municipal Center during normal business hours.

# PERSONAL DATA CHANGES

**2.11** It is your responsibility to notify the Village Clerk of any changes in personal information. If any of the following information changes, please report it to the Village Clerk within thirty (30) days of change:

- Name
- Home Mailing Address
- Telephone Number
- Marital Status
- Number and Names of Dependents
- Number of Tax Exemptions
- Insurance Classification
- Emergency Contacts
- Educational Accomplishments
- Beneficiary Changes

Please don’t assume that we “just know” when these changes occur. Failure to keep us advised of personal data changes may have a significant impact on your benefits and our ability to contact you or a family member in the event of an emergency.



# EMPLOYEE BENEFITS



## OVERVIEW

**3.1** The benefit information contained in this handbook is limited. Many of your benefits are based on legal documents and contracts that you may examine at your convenience. If you have a question or encounter a situation that is not covered within this document, refer to your official benefit plan document or, if you need individual help, contact the Village Clerk.

Where there is any conflict regarding benefits, the provisions of an applicable labor agreement between the Village and a certified collective bargaining unit supersede the terms of this Employee Handbook. You should understand that in-force labor agreements, plan contracts, and other legal documents, **NOT THIS HANDBOOK**, govern your benefits.

We reserve the right to change, add, eliminate, or modify any employee benefits unless the benefits are specifically defined by your labor agreement. Employees will be notified of such changes.

## FAMILY AND MEDICAL LEAVE

**3.2** Our policy is to provide family and medical leave as required by federal and Wisconsin law. You must be employed at least 52 consecutive weeks and have worked for at least 1,000 hours during those 52 weeks in order to be eligible for family and/or medical leave under Wisconsin law. If eligible under Federal and Wisconsin law, you may take up to 12 weeks unpaid leave within a 12-month period for:

- The birth or placement of a child for adoption or foster care (up to 6 weeks under Wisconsin FMLA; up to 12 weeks under federal FMLA)
- Caring for a spouse, child, or parent (but under federal law, not a parent-in-law) with a serious health condition (up to 2 weeks under Wisconsin law; up to 12 weeks under federal law); and
- Your own serious health condition that renders you unable to perform your job (up to 2 weeks under Wisconsin law; up to 12 weeks under federal law).

The Village will calculate FMLA leave on a “rolling” 12-month period measured backward from the date an employee uses any FMLA leave.

If you wish to take family and/or medical leave, we must receive reasonable advance notice of the leave. We require certification from a health care provider if you request family leave to care for a child, spouse, or parent with a serious health condition, or if you request medical leave. We may also require a second opinion which shall be paid at the Village’s expense as well as reasonable out of pocket travel expenses or, if the first two opinions differ, a third opinion as well as reasonable out of pocket travel expenses, at our expense, from a health care provider.

Any group insurance to which you are entitled will be maintained during your leave as required by the law, provided that you continue to make any premium contributions as required by our insurance plans. Failure to pay the required premium contribution within 30 days of the premium’s due date may result in cancellation of your insurance coverages. If you fail to return to work after your FMLA leave, we may recover premiums from you that were paid by the Village to maintain your insurance coverage. Additional information regarding the requirements/provisions relating to group insurance during the period of a leave may be obtained from the Village Clerk.

While you are out on a FMLA leave, you are allowed to use all accrued unused vacation and sick time off.

You will be returned to the employment position you held immediately prior to the leave if that position is vacant or you will be placed in an equivalent position. If your reason for FMLA leave was your own serious health condition, you will be required to present a fitness-for-duty certification from your health care provider before returning to work.

Failure to return to work after the expiration of your leave period will be considered voluntary termination of employment on your part, unless you are on an extended leave of absence that has been approved in writing.

Employees may also be eligible for leave time related to military situations in order to care for an injured or ill service member (up to 26 weeks under federal law) or for a qualifying need for employees whose family members are on active duty (up to 12 weeks under federal law). Please see the Village Clerk for details.

Our policy is to comply with applicable provisions of both the Federal and Wisconsin Family and Medical Leave Acts. Because these laws are complex and can be quite confusing, please check with the Village Clerk if you would like more information.

# PERSONAL HEALTH INFORMATION

**3.3** To administer certain benefit programs, the Village may need to handle statements or receipts that contain employee's limited personal health information. We understand the sensitivity of the nature of this information and respect the privacy of our employees. The Village of Kronenwetter will use this information for administrative purposes only. Personal health information will be kept in a secure location separate from the employee's personnel files.

The Village of Kronenwetter will consider any breaches in the privacy and confidentiality of personal health information to be serious and disciplinary action will be taken, up to and including termination. If you have any concerns regarding the handling of your personal health information, please bring this to the attention of the Village Administrator.

# WORKERS' COMPENSATION INSURANCE

**3.4** We provide a workers' compensation insurance benefit as required by state law. This benefit covers almost all injuries or illnesses sustained in the course of your employment that require medical, surgical, or hospital treatment. FMLA may run concurrently with time off under Workers' Compensation. Workers' compensation insurance provides partial income replacement benefits after a short waiting period, or immediately if you are hospitalized.

If you sustain a work-related injury or illness, you must inform your Supervisor or the Village Clerk immediately or as soon as discovered, no matter how minor an on-the-job injury may appear. Failure to do so may result in disciplinary action up to and including termination of employment.

# HOLIDAYS

**3.5** The Kronenwetter Municipal Center is closed on the following holidays that are paid holidays for full-time regular employees:

- New Year's Eve Day
- New Year's Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas Day

When a recognized official holiday falls on a Sunday, the following Monday is recognized as the paid observed holiday. If a holiday falls on a Saturday, the Friday preceding will be the paid observed holiday.

If there are any unique calendar circumstances during a particular year, the Village Administrator will make the final determination as to when the Village will observe the holiday.

If a paid holiday falls during your scheduled vacation period, holiday pay will be provided, and you will still have the vacation day to use.

Holiday pay will not be paid if an employee is absent the scheduled day before or scheduled day after the holiday.

Holiday pay is calculated based on your regular rate of pay. These hours are not counted as hours worked for the purposes of calculating overtime. Employees on approved leaves of absence are not eligible for holiday pay.

## FLOATING HOLIDAYS

**3.6** In addition to the official Village holidays listed above, all full-time regular employees of the Village will receive twenty-four (24) paid hours off for each continuous twelve (12) month period worked.

Floating holidays will not carry over or be eligible for cash out. While floating holiday hours may be used for any purpose, the employee's scheduling of these hours must be approved by the employee's Supervisor.

Floating holiday hours leave may be used in thirty (30) minute increments.

Upon termination of employment, employees will not be paid the balance of unused floating holiday time.



# VACATION

**3.7** Vacation time off with pay is available to all regular full-time employees who have completed three (3) full months of service unless otherwise defined in an applicable labor agreement.

Regular full-time employees earn paid vacation time based on their employee service tier as outlined below or as outlined in an applicable labor agreement:

Employee Service Tier	Paid Vacation Time
One-year of experience	10 days (80 hours)
2-5 years of experience	15 days (120 hours)
6-10 years of experience	20 days (160 hours)
11-15 years of experience	25 days (200 hours)
16-20 years of experience	30 days (240 hours)
20+ years of experience	35 days (280 hours)

## VACATION LEAVE ACCRUAL RATES

Full-time Employees	Vacation Earned per Pay Period
One-year of service	3.08 hours for 25 pay periods 3 hours for pay period 26
2-5 years of service	4.62 hours for 25 pay periods 4.5 hours for pay period 26
6-10 years of service	6.16 hours for 25 pay periods 6 hours for pay period 26
11-15 years of service	7.7 hours for 25 pay periods 7.5 hours for pay period 26
16-20 years of service	9.23 hours for 25 pay periods 9.25 hours for pay period 26
20+ years of service	10.77 hours for 25 pay periods 10.75 hours for pay period 26

## SCHEDULING OF VACATION LEAVE

Vacation leave may be used in thirty (30) minute increments.

Upon successful completion of the employee's orientation period, vacation will accrue bi-weekly at a rate associated with the employee's service tier. Approval/denial for the requested vacation leave will be determined by the department head/designee with regard to the needs of the Village.

Employees should consider cyclical workloads that may be unique to their responsibilities and avoid scheduling their vacations at those times.

An employee who resigns with appropriate notice or is terminated for any reason other than for cause, will receive a lump-sum payment.

# VACATION LEAVE CEILINGS

Employees may elect to carry over up to three-hundred-twenty (320) hours of unused vacation time into the next calendar year.

## "USE OR LOSE" VACATION LEAVE

"Use or lose" vacation leave is vacation leave that is in excess of the employee's applicable vacation leave ceiling. Any accrued vacation leave in excess of the ceiling will be forfeited if not used by the final day of the leave year.

Vacation time up to forty (40) hours may be cashed out. The employee must submit a request for the cash out to the Village Clerk via REQUEST FOR VACATION TIME PAY OUT form (See Appendix Four) between December 1 and December 15 and you will receive the cash out on the first check in January of the following year.

## VACATION LEAVE YEAR BEGINNING AND ENDING DATES

A leave year begins on the first day of the first full biweekly pay period in a calendar year and ends on the day immediately before the first day of the first full biweekly pay period in the following calendar year.

## FRONT LOADED UNEARNED VACATION

In some instances, the Village may offer new employees front loaded unearned vacation time for use during their first year of employment as a hiring incentive. The use of this time falls under the same guidelines as **Section 3.7 Vacation Time**. Front loaded vacation time is "use or lose" and must be used within 455 days of the employee start date and is not eligible to roll over after the 455 days and cannot be cashed out at any time.



# SICK LEAVE

**3.8** Sick leave may be used for the purpose of providing an employee protection against loss of pay due to illness or injury. Sick leave may not be converted into any other form of compensation except upon death, permanent disability, or retirement. Retirement shall be as defined by current Wisconsin Department of Employee Trust Funds policies. Sick leave may not be considered a benefit or a right which an employee may use at his/her discretion but may be allowed only in case of necessity and actual sickness, to attend a medical, or dental appointment, disability, or medical absence of the employee and his/her immediate family as defined by the Family Medical Leave Act.

Sick leave may be used in thirty (30) minute increments.

Regular full-time employees are eligible to accumulate sick leave at the rate of eight hours per month (maximum 12 days per year) up to a total of one thousand eighty (1080) hours.

Sick leave may not be accumulated during any period an employee is laid off or on an unpaid leave of absence.

An employee anticipating the use of accrued sick leave must report the reason for his/her absence from duty to his/her Supervisor. During any period of illness or injury, an employee must provide daily communication to his/her Supervisor notifying the Supervisor of the status of their condition. If an employee will be absent for an extended period, she/he must provide notice to his/her Supervisor. A doctor's note may be required for illnesses of two or more consecutive days.

Employees who abuse sick leave benefits may be subject to discipline by the Department Head or Village Administrator, up to and including termination of employment.

Sick leave may be used for absence due to a work-related injury for which compensation is provided under the Workers' Compensation Act.

In cases where Worker's Compensation is paid after an employee's accrued sick leave or other forms of compensated leave are used, that sick leave will be credited back to the employee.

If an employee's illness or period of recovery exceeds the amount of accrued sick leave, the employee may use accrued vacation leave, unused floating holidays, or with the approval of the Village Administrator, be placed on a leave of absence without pay.

# LEAVE OF ABSENCE

**3.9** We recognize that circumstances may arise that require time off beyond that which is available as vacation, short-term disability, or family and medical leave [per guidelines in the *Family and Medical Leave Act (FMLA Section 3.2)*]. Any request for a leave of absence without pay must be submitted in writing to the Department Head and will be reviewed by the Administrator on a case-by-case basis. The employee ordinarily must provide 30 days advance notice when the leave is “foreseeable”.

A leave of absence may be granted only if you will or have already exhausted all accumulated compensatory time if applicable, earned vacation, personal holidays, and sick leave, as applicable.

Employees who wish to continue to be covered by Village medical insurance while on a leave of absence without pay are responsible for and must make suitable arrangements for payment of 100% of premiums for continuation of health and welfare premiums before the leave may be approved. Employer may terminate health and welfare insurance coverage after 30 days of premium non-payment by employee. Arrangements must also be made for the continuation of all other employee payroll deductions before unpaid leave of absence is approved.

For a leave of absence other than military or family/medical leave, the Village will attempt to either hold a job open or fill a job with a limited-term (temporary) employee but cannot guarantee success.

Failure of an employee on unpaid leave of absence to report for work within three (3) working days of the conclusion of the leave may be considered a formal resignation by that employee.

# BEREAVEMENT LEAVE

**3.10** With Department Head approval, all regular full-time employees who have successfully completed 30 days of continuous employment will receive three (3) days off with regular straight time pay, not to exceed eight hours per day, for the death of their spouse, child, grandchild, stepchild, parents, stepparents, spouse’s parents, brothers, sisters, step-siblings, or any person who has resided with the employee immediately preceding the person’s death.

One day of straight time pay may be paid for time off at the time of the death of a son/daughter-in-law, brother/sister-in-law, niece, nephew, grandparents, grandmother/grandfather-in-law, aunt, or uncle with the Department Head approval. The day granted will be the day of the funeral and pay may not exceed eight hours of straight time pay or the number of regularly scheduled hours if less than eight.



Additional leave may be granted by the Department Head. These additional leave days will be deducted from the employee's accrued vacation time, or floating holiday time.

In the case of the death of a Village employee, employees may be granted up to eight (8) hours of time off with pay in order to attend the visitation and/or funeral of a co-worker if scheduling can be arranged by Department Head without negatively impacting customer service.

## JURY DUTY

**3.11** It is your civic duty as a citizen to report for jury duty whenever called. Please notify your Department Head if you are called for jury duty.

The Village will permit you to take the necessary time off for jury services. To help you avoid any financial loss because of such service, the Village will reimburse you for the difference between your jury pay and your regular pay, not to exceed eight (8) hours per day, for a maximum of five (5) business days. Employees who are excused from court prior to the end of a business day are required to contact their Department Head and return to work that day if the Department Head determines that there is sufficient time remaining within the normal work period. On any day or half-day on which you are not required to serve, you will be expected to return to work.

In order to receive jury duty pay, you must present a court-issued statement of jury service and pay to your Department Head.

This policy does not in any way apply when the employee appears in court as a defendant or when legal actions are initiated by the employee for any reason.

## MILITARY LEAVE

**3.12** The Village will provide unpaid military leave to employees in accordance with federal and state laws including the *Uniformed Services Employment and Reemployment Rights Act (USERRA)*. For details, please contact the Village Clerk.



# HEALTH INSURANCE

**3.13** The Village currently offers health insurance coverage through one of several insurance programs which are listed in Appendix 4 of this handbook. The Village Administrator will notify employees of their required premium contribution upon the Village Board's approval of such.

A summary description of this plan is provided to you when you become enrolled. The actual plan document is on file at the Village Clerk's office. Please contact the Village Clerk if you would like to review it or if you have questions or need additional information.

The Village has an insurance opt-out policy, *HR-014 Insurance Opt-Out Policy* listed in Appendix One.

# HEALTH SAVINGS ACCOUNT

**3.14** The HSA program is defined in Appendix One (page 70) at the back of this booklet.

# DENTAL INSURANCE

**3.15** The Village currently offers dental insurance coverage through one of several insurance programs. The Village Administrator will notify employees of their required premium contribution upon the Village Board's approval of the annual budget. A summary description of this plan is provided to you when you become enrolled. The actual plan document is on file at the Village. Please contact the Village Clerk if you would like to review it or if you have questions or need additional information.

# LIFE INSURANCE

**3.16** The Village currently offers term life insurance coverage through one of several insurance programs depending on applicable labor agreements. The Village Administrator will notify employees of their required premium contribution upon the Village Board's approval of the annual budget.

A summary description of this plan is provided to you when you become enrolled. The actual plan document is on file at the Village. Please contact the Village Clerk if you would like to review it or if you have questions or need additional information.

# CONTINUATION OF COVERAGE (COBRA)

**3.17** The Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their dependents the opportunity to continue certain insurance coverages under the Village's policies when an event results in the loss of coverage.

Some common qualifying events are reduction in hours, termination of employment (except gross misconduct), death of an employee, a leave of absence, an employee's divorce or legal separation, and a dependent child no longer meeting eligibility requirements.

Under COBRA, the employee or dependent pays the full cost of coverage at the Village's group rates. A General Notice describing COBRA rights will be provided to employees upon meeting benefit eligibility. The notice contains important information about the employee's rights and obligations.

Please Note: Employees and/or beneficiaries are required to notify the Village Clerk for events the Village would not otherwise be able to know (divorce, dependent eligibility, disability, or second events). Failure to properly notify the Village Clerk may result in loss of the individual's eligibility for continuation of coverage or may result in the Village's recovery of employer-paid premium from the employee.

# RETIREMENT CONTRIBUTION

**3.18** The Village participates in the Wisconsin State Retirement System (WRS). The amount of required employer and required employee contributions for non-public-safety full-time employees is established on an annual basis by the Wisconsin Department of Employee Trust Funds (DETF). As a participating employer, the Village pays the Employer's required share of contributions for each eligible employee as defined by DETF. Employees will be required to make his or her full share WRS contribution, unless detailed in his or her employment agreement.

DETF also defines the required employer and employee retirement contributions for public safety employees; the public safety employee's share of the contribution rate is defined in applicable labor agreements

# SHORT TERM DISABILITY LEAVE

**3.19** If the employee is covered by a short-term disability plan, the Village will continue to pay the Village share for insurance (health, dental, life) for a maximum period of three (3) months during an employee's disability leave providing that the employee is under the continued care of a physician who attests to the disability. The Village will not contribute to an employee's Health Savings Account (HSA) during any disability leave. Employees on disability leave for longer than three (3) months who wish to be covered under Village health and welfare insurance must pay the full cost of the insurance premiums during the rest of the disability leave for a maximum of thirty (30) months. Employees on permanent disability who are eligible for Medicare may only retain Village insurance at the employee's full cost for a maximum of thirty (30) months.

Employees on disability leave will not accrue vacation time, floating vacation time, or sick leave while on such leave.

## RETIREE BENEFITS

### 3.20.1 PENSION FUNDS

All regular full-time and part-time employees who are eligible for participation as defined by the *Wisconsin Department of Employee Trust Funds* (DETF) are considered to be participants in the Wisconsin Retirement System. To receive pension benefits available under this program, employees should contact DETF for additional information. Forms must be submitted to the Village upon resignation or termination of employment.

This Employee Handbook and all Village policies refer to retirement as it is defined by the Wisconsin Department of Employee Trust Funds at the time of employee separation from employment.

### 3.20.2 EARNED UNUSED SICK LEAVE

Employees hired before January 1, 2008, who terminate service due to retirement, death, or permanent disability shall be credited with all of their earned and unused accumulated sick leave time at the time of termination to be paid to the employee.

Employees hired on or after January 1, 2008 who terminate service due to retirement, death, or permanent disability shall be credited with one-half of their earned and unused accumulated sick leave at the time of termination to be paid to the employee.

The sick leave credit shall be calculated at the rate of pay in effect when the employee's employment terminates.

In the event of termination due to the death of the employee, the payment shall be made to the employee's designee. See **Appendix 9.0 for Unused Sick Leave Designee Appointment Form.**

## EMPLOYEE TRAINING, EDUCATION, AND CONFERENCES

**3.21** The Village of Kronenwetter encourages professional development and ongoing training. As such, regular full-time, part-time employees, and occasional employees **may** be granted time off for the purposes of engaging in officially sanctioned and approved training, conferences, and meetings. Leave with pay and reimbursement for associated expenses will only be granted subject to **Policy HR-003 Employee Training, Education, and Conferences**, which can be found in Appendix One at the back of this book.

## UNIFORMS

**3.22** The Village will furnish, at no cost to Department of Public Works employees, coveralls, uniform shirts and pants, and jackets in reasonable quantities to perform assigned duties. Additionally, the Village shall reimburse each Department of Public Works employee, upon presentation of original receipts, per the payment schedule detailed in Appendix Two at the back of this book, for the purchase of safety related and winter clothing to be used on the job. Public Works employees are expected to wear uniforms at all times and to keep them reasonably clean and in good condition.

The Director of Public Works will determine all uniform requirements for public works employees.

The Village will offer regular full-time office employees a stipend that is detailed in the payment schedule defined in Appendix Two each calendar year towards the purchase of appropriate business or semi-business attire that is a Village logo apparel item(s) of the employee's choice.

## INFLUENZA IMMUNIZATIONS

**3.23** The Village provides flu shots for all regular full-time employees desiring immunization. The Village's Occupational Health agency provides the current flu vaccine on-site each autumn.

## ADDITIONAL BENEFITS

**3.24** For more information and detailed literature on the Village's benefit package, please consult with the Administrator or Village Clerk. The Village reserves the right to modify, deviate from, or terminate any benefit program as it deems appropriate unless the benefit is specified within a labor agreement.

# TIMEKEEPING

## AND PAYROLL

### TIMEKEEPING

**4.1** Federal and state laws require that we keep an accurate record of time worked by our employees. All the time you actually spend on the job performing assigned duties or other work-related projects is considered to be time worked. Employees must accurately record their:

- Beginning and ending work time
- Beginning and ending time of any split shifts or other personal departures from work
- Use of approved time off (vacation, holiday, bereavement, etc.)

Time sheets are provided for our employees to record work time and any paid or unpaid absences from work. Timekeeping rules are as follows:

- You may record only your own time worked. Tampering, altering, or falsifying time records or recording time on another employee's time sheet is not allowed and may result in disciplinary action up to and including termination.
- If you are late to work, record the time you actually started work. Lateness will be reflected in your paycheck, so it pays to be on time to work. Excessive tardiness is cause for disciplinary action.

Employees are required to sign their time sheet and forward to their Supervisor before leaving work on the last day of the pay period. Your Supervisor will review and sign your time records before they are processed for payroll.



# PAYDAYS

**4.2** Employees will be paid bi-weekly. Payments will not be issued early. The workweek begins on Sunday and ends on Saturday. The Village retains the right to modify these work weeks.

# PAYROLL DEDUCTIONS

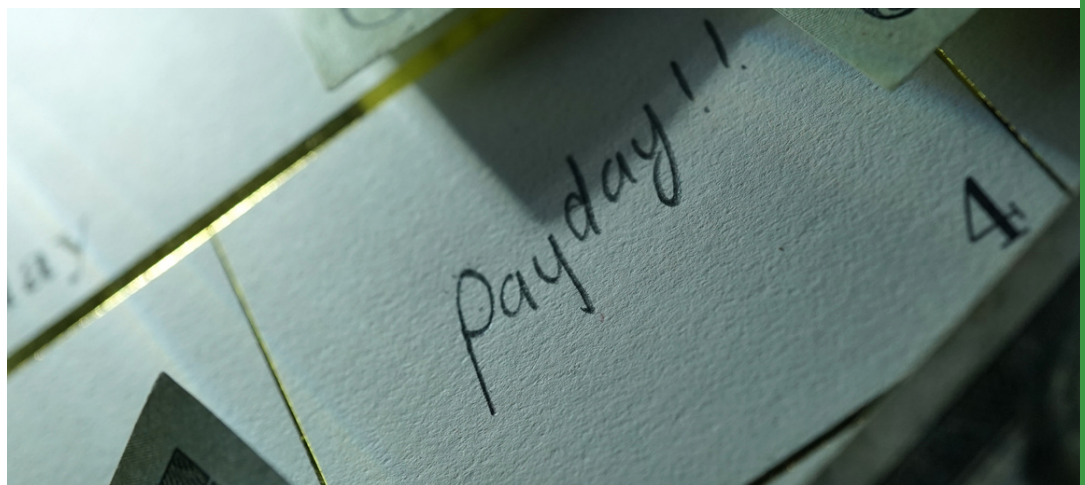
**4.3** Federal, state, and local income taxes and social security payments, all required by law, are deducted from your weekly earnings. Occasionally, these deductions may change because they are affected by changes in the amount you earn, by legislation, and by the number of dependents you declare. Also, additional deductions you have authorized the Village to make or that we are required to make (i.e., garnishments, child support) will be automatically deducted from your paycheck.

# WORK SCHEDULES

**4.4** Unless otherwise prescribed in an applicable employee labor agreement, Department Heads are responsible for setting employee work schedules that best meet the needs of the department and the overall needs of the Village.

# OUT OF CLASSIFICATION WORK

**4.5** Hourly employees who are temporarily assigned by the Supervisor, Department Head, or Village Administrator to perform the duties defined in a higher-rated position for four (4) hours or more shall receive the higher hourly rate of pay for actual time worked in the higher-rated position.



# OVERTIME

**4.6** The Village has the right and responsibility to schedule overtime work as required. It is the nature of municipal service that emergencies and other conditions will occasionally exist that require overtime by employees. Therefore, an employee may not consistently refuse overtime assignments.

The Village recognizes that employees may have personal obligations from time to time that prevent them from accepting overtime assignments. However, personal obligations must be balanced with the obligation for service to the Village. Consistent or improper refusal of overtime assignments will be grounds for disciplinary action.

All overtime work must have prior authorization from the Department Head or, if that's not possible, must be approved by another Department Head or the Administrator.

All overtime for nonexempt employees will be paid at one and one-half times an employee's regular hourly rate of pay for all hours worked in excess of forty (40) in a work week unless an applicable labor agreement includes other provisions. Only actual hours worked will be counted for the purpose of calculating overtime payment.

Sick leave, vacation, floating holidays, and any other compensated hours that are not worked will not be considered as hours worked for the purpose of calculating scheduled overtime payment. Department Heads or the Administrator may adjust employee schedules within any workweek in order to minimize the budgetary impact of overtime. To the greatest extent possible, the Department Head will inform employees of adjustments to their work hours as soon as possible following events that could result in overtime in any week.

# COMPENSATORY TIME

**4.7** Overtime compensation for some non-exempt employees may be made through the use of compensatory time upon the approval of the Department Head or as described in an applicable labor agreement. If allowed, compensatory time will accrue at the same rate as overtime.

No employee will be allowed to accumulate more than eighty (80) hours of compensatory time unless otherwise specified in an applicable labor agreement. If an employee accumulates eighty (80) hours of compensatory time, all future overtime will be paid in the pay period during which the employee incurs overtime. An employee who retires, resigns or is terminated will not receive payment for accumulated unused compensatory time.



# WORK WEEK AND PREMIUM PAY

**4.8** On-call - If a regular non-exempt full-time employee is called in to work outside of their regular schedule the employee will be paid a stipend equal to forty-five dollars (\$45.00) in addition to time and one-half pay for hours actually worked.

## PERFORMANCE REVIEWS

**4.9** The Village's performance appraisal system includes a written evaluation of each regular fulltime employee's job performance. It may include, but is not limited to, the Supervisor's comments and recommendations, action plan for both the employee and Supervisor, and performance goals for the next evaluation period.

Performance appraisals should be completed after the first ninety (90) days of the orientation period for new regular full-time employees, on an annual basis prior to consideration of any compensation adjustment, and at such other times as deemed appropriate by the regular full time employee's Supervisor.

Information derived from your performance review may be considered when making decisions affecting such issues as an employee's training needs and opportunities, salary adjustments, reclassification, promotion, demotion, transfer, or continued employment.

## PAY REVIEWS

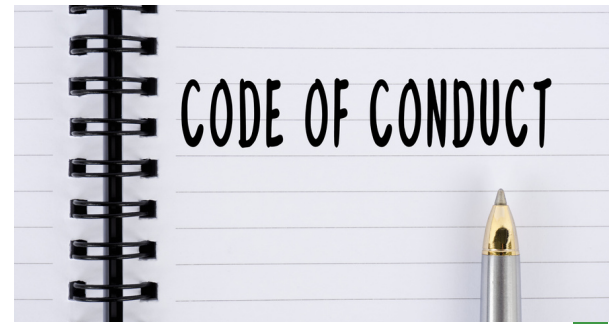
**4.10** Unless otherwise defined in an applicable labor agreement, individual pay adjustments are generally based on the results of your performance evaluations. However, please be aware that although your pay will be reviewed regularly, it does not mean you can expect to be granted a pay increase each time. We do not give "general" or "cost of living" increases. Raises are also dependent on a number of other factors such as budgetary considerations, economic conditions, industry trends, and the value of the job you perform for the Village and in our labor market.

# LAYOFFS

**4.11** The Administrator or the Department Head, within the provisions of an applicable labor agreement, may layoff an employee when it is deemed necessary by reason of shortage of work or funds, the abolition of the position, material change in the duties of the organization, or for other related reasons which are outside the employee's control and which do not reflect discredit upon the service of the employee. The duties performed by the laid off employee may be reassigned to other employees.

No temporary or permanent separation of an employee from Village service as a penalty or disciplinary action may be considered as a layoff. When conditions permit, employees on layoff status may be considered for reinstatement. Employees who are laid off for more than twelve (12) months will no longer be eligible for reinstatement.

# EMPLOYEE CONDUCT



# SAFETY AND SECURITY

**5.1** Regardless of the demands of the work, you are expected to take the time to do it in a safe and secure manner. Safety and security are fundamental principles of the daily approach we take to our jobs. They are to be kept in mind in everything you do. If you sustain a work-related injury or illness, you must immediately inform your Department Head or the Village Clerk if your Department Head is unavailable no matter how minor an on-the-job injury may appear.

We are truly concerned about the health and welfare of each of our employees. Your safety and security are of paramount importance to us. We are committed to making every practical effort to provide you with a safe workplace. We ask each of you to accept responsibility in helping to prevent accidents or breaks in security.

No employee shall be required or allowed to use equipment that is not safe, mechanically sound, and properly equipped to conform to all Village, state, and federal regulations.

All defects in equipment, especially those that may impact the safety and performance of personnel, must be reported to the Department Head or Supervisor as soon as observed and use shall be discontinued as soon as possible.

No charge shall be made against an employee for damage to equipment except in the case of gross negligence or intentional damage in accordance with State statutes. The Village expects all employees to exercise reasonable care in the use of all Village equipment.

All time spent by an employee in the service and maintenance of Village equipment shall be paid time.

## EMPLOYEE COMPLAINTS

**4.11** The Village will attempt to handle personnel complaints and disciplinary matters promptly and fairly. Employees who feel that they have a legitimate concern regarding any aspect of employment with the Village should discuss the matter with his/her Department Head. If any employee feels that his/her Department Head has not satisfactorily addressed the issue, he/she may contact the Village Administrator. Complaints are to be handled in accordance with ***Policy HR-002 Problem Resolution*** which can be found in Appendix 1 of this booklet.

Discussion of personal employment concerns at any time with any customer, including but not limited to residents and vendors, is cause for disciplinary action up to and including discharge.

## DRUG AND ALCOHOL USE

**5.2** It is the policy of the Village to provide a drug free, healthy and safe environment for its employees. The Village recognizes that the use of alcohol and/or drugs in the workplace can threaten the safety of the work environment and interfere with the operation of the organization.

The manufacture, distribution, dispensation, sale, possession or use of alcohol or controlled substances is prohibited in the workplace and/or while conducting Village business away from the workplace. The only exception to this policy is the possession of drugs or alcohol by a Police Officer as required in the conduct of his/her official duties.

Employees are prohibited from coming to work under the influence of alcohol or illegal drugs. The Village's policy prohibiting the use or possession of a controlled substance does not apply if the controlled substance is being used pursuant to a valid current prescription for the employee issued by a medical practitioner while acting in the course of the practitioner's professional practice, or pursuant to other uses authorized by law, provided that such controlled substance is used by the employee at the prescribed or authorized dosage level, and such level is consistent with the safe performance of the employee's duties. Employees who must use a prescription drug that causes or may cause adverse side effects (e.g., drowsiness, impaired reflexes, or reaction time) shall inform the Department Head or the Village Administrator of the possible adverse effects of the drug and expected duration of use. The Department Head or the Village Administrator may grant such employees sick leave or temporarily assign them to different duties.

# WORKPLACE VIOLENCE PREVENTION

**5.4** The Village prohibits any behavior that could be construed as threatening, aggressive, confrontational, or violent. Employees are prohibited from carrying weapons, including properly licensed concealed carry weapons, on Village premises or during Village work activities except as specifically allowed by State law or if possessed by Police Officers in the normal course of their jobs. To that end, the Village reserves the right to require any employee, upon request, to submit to a search of personal effects.

Employees shall immediately warn the Village Administrator or, in his/her absence, the Chief of Police, of any potentially dangerous or suspicious workplace activity, situations or incidents that they either observe or are aware of that involve other employees, volunteers, visitors or outsiders who appear threatening. The Village Administrator shall conduct a confidential investigation of all reports of violence. Employees other than sworn police officers who confront or encounter an armed, violent, or dangerous person should not attempt to challenge or disarm the individual.

Any employee who violates this policy shall be subject to disciplinary action, up to and including termination. Violations of this policy by employees, visitors, volunteers or outsiders may be reported to local law enforcement personnel. Such individuals may be prosecuted to the maximum extent of the law. Employees will not be retaliated against for making good faith reports under this policy.

## MEDIA RELATIONS

**5.5** The Village believes in cooperating with the media (radio, television, newspapers, etc.) whenever possible. The Village Administrator is the Public Information Officer for the Village. If he/she is not available in a reasonable amount of time, then the Village President, Department Head, or their designees will be the spokesperson for their respective departments, giving the media information and aid that the Department Head feels is appropriate.

Employees shall refrain from discussing in a public forum, or for publication, matters pertaining to Village procedures or policies without prior approval of the Village Administrator. Requests for information under the Wisconsin Public Records laws must be referred to the Village Clerk.



# POLITICAL ACTIVITY

**5.6** The Village does not prohibit employees from exercising their political rights to engage in political activities, including the right to petition, make speeches, campaign door-to-door, and to run for public office, providing the employee does not use his/her position within the Village to coerce or influence others and does not engage in these activities while on duty at work. Employees are prohibited from using Village supplies, equipment, or materials for political purposes. Wearing campaign buttons while in the work place is an example of a prohibited activity. Employees that run for the Village Board, and are elected, are considered to have tendered their resignation when they are sworn into office from their Village employment.

# SMOKING/TOBACCO USE

**5.7** The Village provides a smoke free environment for its employees. Smoking and smokeless tobacco are prohibited in Village-owned facilities, properties, and vehicles, and while conducting Village business off-site.

# NEPOTISM

**5.8** Unless specifically permitted by the Village Board, the Village Administrator and Department Heads are prohibited from hiring a person related to them to work in a position they will supervise. The only exceptions are for occasional, temporary or seasonal employees if approved by the Village Administrator or by the Police and Fire Commission for Public Safety Employees. A related person means spouse, parent, child, sibling, uncle, aunt, nephew, niece, grandparent, grandchild, father/mother-in-law, sister/brother-in-law, stepchild, stepparent, stepsibling, or any person sharing a residence with the employee.

When a member of the Village Board is related to a Village employee, it is the Board member's responsibility to avoid any conflicts of interest in terms of employment or compensation issues as required by state law. This does not preclude the Village Board member from voting on any other matter concerning the related-employee's department. In addition, the Village Board should avoid appointing any individual to a Commission or Committee that typically holds responsibility for a particular department's functions if the prospective appointee is related to a Village employee who works in that department.

# SUPERVISOR/EMPLOYEE RELATIONSHIP

**5.9** All management personnel are prohibited from having/initiating romantic and/or sexual relationships with employees under their supervision. Perceived violations of this policy shall be brought to the attention of the Village Administrator. If the Village Administrator is involved, the perceived violation shall be brought to the Village President. Management personnel found to have violated this policy shall be subjected to disciplinary action including the possibility of discharge.

Other personal relationships may be of concern to the Village. They may involve close social friendships, family relationships (parent, child, spouse, sibling, in-law, cousin, aunt, or uncle), personal business or financial involvements, or other personal connections that could affect decision-making or create a conflict of interest.

The Village realizes that developing personal relationships with coworkers is something that can and sometimes does happen in the workplace. While the Village does not wish to ban all such relationships outright, the manner in which employees conduct themselves at work is subject to Village policies and procedures. Coworkers who are engaged in a relationship should refrain from personal conduct that creates tension with coworkers or causes other employees to feel uncomfortable or offended. This restriction applies to conduct while on Village premises or while conducting Village business off premises.

If a conflict of interest is present in a relationship, the Village will endeavor to find a solution to eliminate the conflict of interest so that one person is no longer able to unduly influence or favor the other or so that co-workers are not affected negatively by the relationship. Such solution may require one of the pair to resign, to be re-assigned, or to be terminated.

In the case where two employees are related to each other, and one supervises the other, then the Village Administrator must sign the time-card of the employee who is being supervised. In no case shall the Village Administrator supervise an employee related to him or her, and if through marriage this should occur, then the supervised employee shall be required to resign.



# USE OF VEHICLES

**5.10** On occasion, you may be asked to use your personal vehicle for Village business. We require that you be insurable before driving any vehicle on the Village business. We require that you carry liability insurance for your personal vehicle if it is driven for Village business. If you are in an accident with your vehicle while on Village business, your insurance is primary. As with any accident, report it to your Department Head immediately.

It is Village policy that, whenever possible and practical, all employees will use a Village-owned vehicle for Village business if a vehicle is available and the business will be conducted within an approximate twenty-five (25) mile radius of the Municipal Center. When a need can be anticipated, the vehicle should be scheduled through the Administrative Assistant. Any employee who uses the vehicle is expected to keep it reasonably clean and free of debris, to complete the vehicle's travel and mileage log, and to report any and all concerns regarding the vehicle's safety and/or performance to the Administrative Assistant. The vehicle should be returned with at least one-half tank of fuel remaining.

When driving any vehicle on Village business, you are expected to observe all traffic laws. Always refrain from the use of all non hands-free electronic devices while driving. Tickets that result from an infraction of traffic laws or parking violations are your responsibility regardless of whose vehicle is being driven. See ***Policy HR-007 Business Mileage and Travel*** which can be found in Appendix 1.

# PARKING

**5.11** Employees are expected to follow parking rules. The Village Municipal Center has an employee parking area. Employees are expected to park in that area and refrain from parking in the customer parking area. Any employee found parking in unauthorized areas will be requested to move their vehicle to an appropriate employee parking area.

# VISITORS

**5.12** Although we can understand an occasional visit to your work area by friends or family, regular disruption of your workday by this type of activity is not allowed.

# TRAVEL EXPENSES

**5.13** The Village will reimburse employees for reasonable business travel expenses incurred while on assignments away from the normal work location. All business travel must be approved in advance by the employee's Supervisor. Employees who attend the same conferences or meetings are strongly encouraged to carpool unless there is an approved reason for separate travel arrangements.

Reimbursement will be made in accordance with ***Policy HR-007 Business Mileage and Travel*** which can be found in Appendix 1.

Abuse of ***Policy HR-007 Business Mileage and Travel***, including falsifying expense reports to reflect costs not incurred by the employee, is grounds for disciplinary action up to and including termination of employment.

# USE OF PHONES AND SUPPLIES

**5.14** Village telephones are for business purposes. Telephone calls may be monitored and/or recorded by the Village for business purposes. Incoming and outgoing personal phone calls are to be kept to a minimum and should not interfere with or prevent employees from providing quality care to our customers. Personal calls should be made during your lunch or break periods. If personal long distance phone calls are made, the cost of the call should be reimbursed to the Village.

The Village's mail system and letterhead are for business purposes only and are not for personal use.

Village supplies are for business use only and may not be used for personal reasons or taken home. This includes but is not limited to pens and pencils, paper, staplers, paper clips, and postit notes.





# USE OF PERSONAL ELECTRONIC DEVICES

**5.15** The Village has established guidelines for the issuance and usage of Village-owned cellular telephones as well as procedures for monitoring and controlling costs related to cellular telephone use. Refer to **Policy FIN-002 Employee Cellular Phone**, which can be found in Appendix 1 of this handbook.

Employees in possession of Village-issued equipment are expected to protect the equipment from loss, damage, or theft.

All communications devices should be used in a manner that does not distract co-workers, residents, business associates, or interrupt meetings. Devices should be turned off or in silent/vibrate mode during meetings unless an urgent business call is expected.

The use of non-hands-free cell phones or any other *Personal Electronic Device* is forbidden while driving any vehicle on Village business. All laws regarding the use of personal cell phones and personal electronic devices must be followed while driving. Personal cell phone calls and other forms of personal communication must be strictly limited unless the communication is incidental, necessary, and unavoidable.

Invoices for Cell Phones and other Personal Electronic Devices will be audited regularly. Employees must be aware at all times that all communications via reimbursed cell phones or other electronic devices are subject to public records requests as are all detailed invoices. The Village is not responsible for lost or damaged personally owned cell phones carried by employees during work hours. Employees are prohibited from using personal text messaging, photography, audio or video recording, or additional services while on company time.

# USE OF FITNESS CENTER

**5.16** The Village provides a fitness center for use by all employees. All employees are required to follow **Policy HR-008 Use of Municipal Facilities - Fitness Center** which can be found in Appendix 1 of this manual. That policy is posted in the Fitness Center for your convenience.



# COMPUTERS AND ELECTRONIC MAIL

**5.17** The Village recognizes that electronic data processing and transmission equipment and their associated communication and information sharing mechanisms can add considerable value as tools in the workplace. Like many enhancements, they can also lead to non-productive work alternatives and increased security risks. It is the declared policy of the Village that, consistent with the guidelines and directions outlined herein, all electronic data equipment employed in the workplace shall be used by Village employees to promote enhanced work productivity. Further, electronic data equipment shall be used in a fashion that protects the integrity and security of information created and maintained by and for the Village.

This policy statement modifies and supersedes any previously adopted policies concerning use of the specific types of equipment and assets referenced herein.

## 5.17.1 ELECTRONIC TECHNOLOGIES OPERATING POLICIES

When using computers, the internet, e-mail, cellular phones including text messages, telephones, fax machines, cameras, sound, and broadcast equipment and other associated technologies, the following requirements apply:

- All Village electronic resources, hardware, software, data storage and all files are Village property. These resources are intended to be used for Village business purposes and in a manner consistent with the Village's standards of conduct.
- Village employees using electronic data technologies are discouraged from their use for nonessential and/or non-work-related purposes. Incidental and infrequent personal use is not prohibited but shall be limited and subject to Department Head approval.
- The cost of personal use of telephones and fax machines for permitted personal uses shall be paid by the employee.
- Use of electronic technologies shall NOT:
  - Result in interference with regular work duties, or reduction in productivity.
  - Include personal use for business, profit, or political endeavors.
  - Include retrieval or downloading of information that is sexually explicit or pornographic, sexist, harassing, or illegally discriminatory in nature unless by a sworn officer of the law in the conduct of official business.
  - Include use for entertainment purposes at any time during the regular working day or on any paid time.
  - Include use by anyone other than a full or part-time employee of the Village, except for telecommunications by others in pursuit of Village-related business or bona fide emergency.

- Electronically generated information is exclusively the property of the Village and, as such, no person shall have the expectation of privacy with files, e-mail, or internet uses.
- Employees shall, at all times, take every necessary step to preserve all electronic data in order to comply with all potential public records requests as allowed by State law. No employee shall transmit any sensitive Village information such as financial account numbers over an unsecured internet connection, especially via e-mail.
- The Village may monitor online traffic, examine files, or read e-mail at any time without notice.
- The Village may further restrict or discontinue access to some or all electronic technology resources at any time.

## 5.17.2 SECURITY RELATED ISSUES

The Village finds that electronic technologies in the workplace require substantial diligence on everyone's part to sustain quality and security of information created and maintained by the Village. To the end that quality and security of information may be sustained, the following practices shall be observed by all employees at all times:

- No data, programs, or files (e.g. personal software, downloaded screen saver applications, or other files) shall be installed on Village computers or similar equipment.
- Employees and other Village users shall become familiar with and utilize virus detection and cleansing software whenever suspicious electronic data is communicated to the Village.
- Employees and other Village users shall recognize that information found on the internet is the intellectual property of the person or organization posting it.
- E-mails and cellular phone texts may be considered public records and subject to retention as such. An e-mail is considered a public record whenever a paper message with the same content would be a public record. See Wis. Stats. 19.32(2) for the definition of a record. The same rules that apply to record retention and disclosure as with other Village documents apply here. Therefore:
  - E-mails, including the identities of the sender, the date, and any non-archived attachments are considered part of the public record.
  - E-mails determined to be a public record shall be retained and archived to electronic or magnetic memory media or printed out and saved in an appropriate file in accordance with the Village's Records Retention policy.

Any question as to whether a document is a public record should be referred to the Village Clerk and, if necessary, to the Village Attorney through the Village Administrator.

## 5.17.3 DISCIPLINARY ACTION

This policy applies to all stand-alone electronic technology units as well as units connected to the in-house networks and/or internet. The Village may monitor use of its owned personal electronic devices at any time. Employees who violate the provisions of this policy may be subject to revocation of privileges respecting use of electronic technologies, disciplinary action, suspension, and/or termination of employment depending upon the severity and/or gravity of the offense. Criminal offenses such as copyright violations may result in criminal prosecution as well as disciplinary action. Where appropriate, monetary remuneration will be sought for damage necessitating the repair or replacement of equipment, software or for malicious damage to files and/or information.

No Village-owned electronic technologies may be used off premises of Village property without the authorization of the Department Head or the Village Administrator.

Notice of responsibility: Authorized uses of electronic technologies by employees that result in any way in the loss or deterioration of information or equipment owned by anyone other than the Village shall be the responsibility of the user and not of the Village. For example, an authorized installation of Village information on a personal computer that negatively affects either software or hardware belonging to the user shall be the responsibility of the user and not that of the Village.

## DRESS CODE

**5.18** Village employees are expected to be dressed and groomed in a clean and neat manner. In addition, employees should dress and groom in a manner that will not impair or restrict their movements or otherwise cause safety problems.

All employees are expected to be well groomed and practice good personal hygiene and to dress as appropriate for the duties being performed. Employees should avoid the use of strong perfumes or colognes as they can be offensive and sometimes produce allergic reactions in others (coworkers and customers alike). Tight fitting or revealing clothing is not acceptable. Such articles of clothing as “flip-flops” and denim jeans are typically not allowed although jeans may be allowed when Administration declares special “casual dress” days.

Business casual attire is always appropriate for office employees. Acceptable office clothing for men who are not required to wear a uniform includes: dress pants, Dockers, corduroys, dress shirts, sweaters, turtlenecks, polo type shirts, blazers or sport coats, dress shoes, loafers. Unacceptable clothing for men includes: shorts, sweatpants, athletic attire, sweatshirts, T-shirts, sleeveless shirts, sandals.

Acceptable office attire for women includes: dress pants, Dockers, corduroys, shirts, dresses, dress skirts, blouses, sweaters, polo shirts, dress jackets, dress shoes, loafers, slides, dress boots. Unacceptable clothing for women includes: Above-the-knee shorts, sweatpants, athletic attire, sweatshirts, T-shirts, halter-tops, spaghetti straps, tank tops, and non-dress related flipflop/beach-type sandals.

Clothing should be worn and fit in such a manner that it does not expose the abdomen, chest, or buttocks areas. Body piercing jewelry will only be worn on the ear. No other areas of the body with body piercing jewelry should be visible.

The Department Head or the Administrator is responsible for determining if a particular employee's appearance and grooming is appropriate for the work being done and for the type of public contact. If the Department Head or Administrator determines that an employee is inappropriately attired or groomed, she/he will tell the employee to go home on their own time, make necessary changes, and return to work in a reasonable amount of time.

Whenever possible, reasonable accommodation will be made for employees' religious beliefs and disabilities consistent with the business necessity to present a professional appearance to the public.

Repeated disregard for this dress and grooming policy may result in disciplinary action up to and including termination of employment.



# GENERAL HOUSEKEEPING

**5.19** It is important that you take pride in your work area and keep it neat and orderly at all times. Having your work area well organized contributes to efficiency and creates a good impression for our customers.

Food and beverages must be kept out of view of customers. Empty soda cans, used coffee cups, and empty food containers are to be cleaned and put away after use for health and safety purposes, and for appearance's sake. Please keep entryways clean and free of debris and unnecessary items. The Village requires the recycling of all suitable paper, glass bottles, empty plastic and aluminum containers.

# EMPLOYEE CONDUCT GUIDELINES

**5.20** We expect our employees to follow rules of conduct that will protect the interests and safety of all employees and the Village and to present a professional image to all customers and guests. It is not possible to list all the forms of behavior that are considered unacceptable in the workplace, but the following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination.

- Failure to follow and/or adhere to Village of Kronenwetter policies and procedures as described in written documentation or as described and directed by employee's supervisor.
- Discourteous conduct or poor service to customers.
- Falsification of Village records in any form, embezzlement, or failure to follow internal control or security procedures.
- Theft or inappropriate, unauthorized removal or possession of Village or coworker's property; use of Village equipment or supplies for personal projects.
- Falsification of timekeeping records.
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace while on duty. The only exception to this policy is the possession of drugs or alcohol by a Police Officer as required in the conduct of his/her official duties.
- Fighting or threatening violence in the workplace.
- Boisterous or disruptive activity in the workplace.
- Improper, careless, negligent, destructive, or unsafe use or operation of Village equipment.
- Insubordination or other disrespectful conduct.
- Deliberate statements or actions detrimental to the Village; knowingly spreading false or malicious reports intended to disrupt relationships among employees, elected or appointed officials, customers, and/or residents.
- Sexual or other forms of harassment.
- Unprofessional conduct at outside events where the employee is representing the Village, such as courses, seminars, and community events.

- Possession of dangerous or unauthorized materials, such as explosives, weapons including properly licensed concealed carry weapons, or firearms, in the workplace or on the premises unless as required in the conduct of your job or as specifically allowed by State law.
- Excessive or unauthorized absenteeism or tardiness; giving false reasons for absences from work.
- Unauthorized overtime, failure to record overtime worked, or consistent refusal to work overtime.
- Unauthorized or unacceptable use of the telephone, cell phones, PDA's, etc.
- Smoking within Village owned facilities, in a Village vehicle, or when conducting Village business off-site.
- Unauthorized disclosure of business secrets or confidential business or customer's information.
- Unauthorized entrance to the Village properties other than to report to work or to conduct business.
- Violation of personnel policies.
- Unsatisfactory work performance or conduct; deliberate or excessive waste of materials; poor workmanship or low productivity.
- Using abusive or offensive language with customers or coworkers.
- Improper political activities during work hours.
- Taking any fee, reward, gift, gratuity, or other form of remuneration in addition to regular Village compensation from any source for the performance of duties in the capacity of an employee of the Village.
- Inducing or attempting to induce an Officer or employee of the Village to commit an unlawful act or to act in violation of any lawful regulation or order.
- Gambling on Village property.
- Lying to or misleading supervisors, elected officials, or appointed officials, and/or contacting elected or appointed officials regarding issues that should be directed to Department Heads or to the Village Administrator. See **Policy HR-002 Problem Resolution** which can be found in Appendix 1.

Depending on the circumstances involved, disciplinary action may include an oral warning, a written warning, suspension without pay, or discharge. Progressive discipline may not be followed in all cases. Depending on the nature of the violation and other circumstances, including, but not limited to, the employee's past conduct, one or more "steps" may be repeated or skipped. In some circumstances, immediate discharge may result.



# GRIEVANCE PROCEDURE

**5.21** All grievances by employees will be handled by the Village following the approved **HR-009 Grievance Procedure** which can be found in Appendix 1 of this handbook. The terms of that policy shall control unless another valid and enforceable grievance procedure exists in an applicable labor agreement.

# RETURN OF PROPERTY

**5.22** Employees are responsible for all Village property, materials, or written information issued to them or in their possession or control. All Village property must be returned by employees on or before an employee's last day of work or at the request of the Village Administrator. The Village will take all necessary legal actions to recover or protect its property.

# EMPLOYMENT TERMINATION

**5.23** The last day worked will be used as the termination date in all instances.

The Village of Kronenwetter has the right to terminate, with or without cause, an employee at any time and for any reason, except those prohibited by law or as outlined in an applicable labor agreement.

All of your employee benefits will be affected by employment termination. Health insurance coverage may be continued at your full expense as specified by COBRA. You will be notified in writing of the terms, conditions, limitations, and costs associated with continuation coverage. Please ask the Village Clerk if you have any questions.

Any property of the Village in your possession at termination, such as keys, electronic devices, etc. must be returned to your Department Head no later than your last day of work. A forwarding address must be furnished so we can send you a W-2 at year-end.





# APPENDICIES

## APPENDIX ONE

### HUMAN RESOURCES AND FINANCE POLICIES

**6.0** Listed below are all of the adopted policies of the Village that the Village Board has adopted for human resources and the ones that are finance policies that affect employees. While every effort has been made to ensure that the Employee Handbook conforms to these separately adopted policies, where a conflict does occur please see your supervisor for a clarification of the matter.

POLICY #	TITLE	DATE ADOPTED/AMENDED
HR-001	Exempt Employees – Work Hour & Schedules	10/08/2007
HR-002	Problem Resolution	02/13/2012
HR-003	Employee Training, Education & Conferences	06/23/2015
HR-004	Personnel Requisition-Procedure	11/24/2015
HR-005	Employee Performance Program	09/25/2018
HR-006	Progressive Discipline Policy	01/10/2015
HR-007	Business Mileage and Travel Policy	01/12/2016
HR-008	Employee Use of Municipal Facilities-Fitness Center	02/27/2012
HR-009	Grievance Procedure Policy	08/22/2011
HR-010	Catastrophic Illness/Injury Account	10/22/2012
HR-011	Internal Promotion Policy	07/23/2013
HR-012	Health Savings Account Policy	05/27/2014
HR-013	Insurance Contribution Rates	01/27/2015
HR-014	Insurance Opt Out Policy	04/28/2015
HR-015	Village Administrator Evaluation	04/26/2022
HR-016	Remote Work Policy	01/26/2021
HR-017	Exit Interview Policy	19/26/2021
HR-018	Wage Tracking Policy	05/09/2022

<b>POLICY #</b>	<b>TITLE</b>	<b>DATE ADOPTED/AMENDED</b>
FIN-001	Business Credit Cardholder Policy and Agreement	07/23/2013
FIN-002	Employee Cellular Telephone Policy	01/12/2017
FIN-003	Accounts Payable Policy	01/12/2016
FIN-004	Purchasing Policy	03/25/2014
FIN-005	Investment Policy	11/26/2012
FIN-006	Disposal of Surplus Property	02/26/2019
FIN-007	Post-Issuance Compliance Policy for Tax-Exempt and Tax-Advantaged Obligations and Continuing Disclosure	04/22/2014
FIN-008	Credit Card Rewards Point Plan 2014	05/27/2014
FIN-009	Capital Projects Fund	06/24/2014

POLICY ID: <i>HR-001</i>		TITLE: <b>EXEMPT EMPLOYEES – WORK HOURS AND SCHEDULES</b>	
<input checked="" type="checkbox"/> ORIGINAL <input type="checkbox"/> REVISION		APPROVED BY VILLAGE BOARD:	DATE:
EFFECTIVE DATE <b>OCTOBER 8, 2007</b>		<i>C. J. DeLeon</i>	<b>8/20/15</b>
APPLIES TO:		<input checked="" type="checkbox"/> FLSA EXEMPT	<input type="checkbox"/> FLSA NON-EXEMPT

This Policy shall apply to all exempt employees who are not a member of a collective bargaining unit.

The Village expects all employees to be reliable and punctual and to report for work as scheduled. Absenteeism and tardiness for reasons other than those covered by established Time Off Policies place an unfair burden on other employees, reduce productivity and quality of performance, and are costly to the Village.

Every exempt employee is required to establish, with his/her supervisor, a standard work schedule covering a minimum of forty (40) hours per work week during the official operating hours set by the Village. The Village defines the work week as being a minimum of eight hours per day on Monday through Friday. Working less than forty hours per week is discouraged and exempt employees are expected to make up work time lost due to personal absences of less than a day. Exempt employees are expected to work whatever hours are necessary to accomplish the goals and deliverables of the position they hold and to meet the expectations of the Village. The Village expects that exempt employees will be available to attend and/or staff various Board and Committee/Commission meetings in addition to their regularly scheduled forty hour work week.

If an exempt employee cannot avoid being late for work or is unable to work as scheduled, the employee must notify his/her supervisor as soon as possible in advance of the anticipated tardiness or absence. If an employee has Village-related business outside the Municipal Center, he/she must notify his/her supervisor or a Department Head in advance regarding his/her schedule change.

The Village expects all Department Heads to cooperate in scheduling their work hours so that, to the greatest extent possible, at least one Department Head is present on-site during all established Municipal Center operating hours and reasonably accessible to Village staff, Board members, and residents as needed.

At the discretion of the Village Board, the Village may require exempt employees to submit time logs describing their daily activities.

Consistent failure to observe the established minimum work schedule, or failure to make up time lost due to personal absences of less than a day without prior agreement from his/her supervisor, or failure to adhere to this policy may result in discipline up to and including termination of employment.

<b>POLICY ID: HR-002</b>		<b>TITLE: PROBLEM RESOLUTION</b>	
<input type="checkbox"/> ORIGINAL EFFECTIVE DATE 10/08/2007	<b>APPROVED BY VILLAGE BOARD:</b> <i>[Signature]</i> Village Clerk		<b>DATE:</b> February 13, 2012
<input checked="" type="checkbox"/> REVISION EFFECTIVE DATE 02/13/2012			
<b>APPLIES TO:</b>	<input checked="" type="checkbox"/> FLSA EXEMPT	<input checked="" type="checkbox"/> FLSA NON-EXEMPT	
	<input checked="" type="checkbox"/> REPRESENTED EMPLOYEES	<input checked="" type="checkbox"/> Non-REPRESENTED EMPLOYEES	
<i>This policy applies to all Village of Kronenwetter personnel in the categories checked in this section. Provisions within an individual personal employment agreement or in an applicable formal labor agreement between the Village and a certified collective bargaining unit may supersede certain parts of this policy.</i>			

The Village of Kronenwetter encourages an open and frank atmosphere in which any problem, complaint, suggestion, or question receives a timely response from Village of Kronenwetter supervisors and management. The Village desires to ensure fair and honest treatment of all employees. We expect all employees, Department Heads, the Administrator, Village President and Board members, and members of all Committees and Commissions to treat each other with mutual respect. We encourage employees as well as elected and appointed officials to communicate with each other in a positive and constructive manner.


If your concerns involve a dispute concerning the interpretation, application or violation of a collective bargaining agreement, the grievance procedures described therein must be followed.

If a situation occurs when you believe that a condition of employment or a decision that affects you is not fair, you are required to follow the problem resolution steps listed below. You may stop the procedure at any step.

1. Present the issue to your supervisor as soon as possible after the incident occurs. If your supervisor is unavailable or if you believe it would be inappropriate or uncomfortable to discuss the situation with your supervisor, you may present the problem to the Administrator.
2. Your Department Head (or Administrator) will respond to the problem during discussion or after investigating the situation further or after consulting with others involved in the situation. He/she will document all discussions.
3. If your Department Head does not or cannot resolve the issue, he/she will address the issue with the Administrator who will make any decisions that are appropriate to resolve the problem.
4. If, after following the steps indicated above, the problem or situation is not resolved, you may initiate the process defined in HR-008 Grievance Procedure.

Consistent or repetitive failure to adhere to this policy may result in discipline up to and including termination of employment.

Not every problem can be resolved to everyone's total satisfaction. However, the Village believes that honest discussions with the most closely involved persons before involving others is the most effective way to resolve most conflicts.

<b>POLICY ID: HR-003</b>		<b>TITLE: Employee Training, Education and Conferences</b>	
<input type="checkbox"/> ORIGINAL <input checked="" type="checkbox"/> REVISION		<b>APPROVED BY VILLAGE BOARD:</b>	<b>DATE:</b>
<b>EFFECTIVE DATE:</b> Original: 01/25/2010 Revision-1: 02/13/2012 Revision-2: 6/23/2015			6-23-15
<b>APPLIES TO:</b>	<b>FLSA EXEMPT REPRESENTED EMPLOYEES ELECTED OFFICIALS</b>	<b>FLSA NON-EXEMPT Non-REPRESENTED EMPLOYEES APPOINTED OFFICIALS</b>	
<i>This policy applies to all Village of Kronenwetter employees in the categories checked in this section. Provisions within individual personal contracts or a collective bargaining agreement may supersede certain parts of this policy.</i>			

**CONTINUING EDUCATION:**

The Village of Kronenwetter encourages professional development and ongoing training. As such, employees *may* be granted time off for the purposes of allowing regular full-time, part-time, occasional, temporary or seasonal employees to engage in officially- sanctioned and approved training, conferences, and meetings.

The Village of Kronenwetter does not provide financial reimbursement to employees for continuing education which is defined as attendance at a university, college, or technical school course in pursuit of a *discretionary* degree or certification. The Village will *only* provide tuition assistance if the course has been mandated by the employer to satisfy department training requirements, if it will directly and significantly upgrade the employee's current job performance, and if it is part of a professional enhancement plan established by the Department Head and the Village Administrator. The course content must not be available through other more cost-effective approaches and the funds must be available within the current budget. The Village Board must review and approve all requests for tuition assistance relating to continuing education.

**TRAINING/CONFERENCES/MEETINGS:**

The following guidelines pertain to attendance at all training sessions, conferences, or meetings requiring registration or employee absences of one-half day or more.

- Paid time may be granted for the employee's attendance at an outside event during normal work hours if the event is judged to be useful to the individual's work or career development. Approvals are required from the Administrator and the Department Head.
- Weekend and holiday attendance at non-mandatory events is on the employee's own time and is not eligible for compensation. Exceptions apply only as stated in the represented employee's Collective Bargaining Agreement, if applicable.
- Expenses such as registration fee and transportation *may* be covered from the department's travel and/or training budgets at the Administrator's discretion. Travel reimbursement may only be paid according to Village policy HR-007 Business Mileage and Travel.
- Attendance for all full-time, part-time, occasional, temporary or seasonal employees save for the Village Administrator, Elected and Appointed Officials at non-budgeted conferences or training sessions will require Village Administrator approval. Attendance for the Village Administrator, Elected and Appointed Officials at non-budgeted conferences or training sessions will require approval of the Village Board.
- As is expected of all who attend training, conferences, or other such events, each attendee is encouraged to share his/her experience and the information learned through his/her event attendance with the Department Head or Administrator, colleagues, and staff as well as the Village Board via the Department's regular monthly report.

This policy is not intended, and should not be construed, to limit or prevent an employee from exercising rights under the National Labor Relations Act. The Village of Kronenwetter retains the right to amend or change this policy at any time without prior notice.

Any staff member seeking authorization to attend a budgeted or unbudgeted conference, training session, or meeting must obtain approval from the Administrator prior to registration and submission of any payments for the event. The employee must submit the Village of Kronenwetter Training Leave Request to his/her Department Head who will review and forward it to the Village Administrator. The approved period of leave will normally be for the period of attendance at the conference or meeting, together with the minimal reasonable period for travel to and from the employee's home or Municipal Center.

The Administrator, Village Board members and Appointed Officials must seek authorization for reimbursable attendance at training, conferences, or meetings directly from the Village Board.

The employee must submit the Village of Kronenwetter Training Leave Request to the Department Head and to the Administrator for approval with enough time for review before the proposed registration/application date.

Consistent failure to observe the established minimum requisition and documentation requirements or failure to adhere to this policy in any other way may result in discipline up to and including termination of employment.

POLICY ID: HR-004		TITLE: Personnel Requisition-Procedure	
<input type="checkbox"/> ORIGINAL <input checked="" type="checkbox"/> REVISION		APPROVED BY VILLAGE BOARD:	DATE:
EFFECTIVE DATE: Original: 10/08/2007 Revision-1: 11/24/2015			11/24/15
APPLIES TO:	<input type="checkbox"/> REPRESENTED EMPLOYEES <input type="checkbox"/> ELECTED OFFICIALS	<input type="checkbox"/> Non-REPRESENTED EMPLOYEES <input type="checkbox"/> APPOINTED OFFICIALS	
<i>This policy applies to all Village of Kronenwetter employees in the categories checked in this section. Provisions within individual personal contracts or a collective bargaining agreement may supersede certain parts of this policy.</i>			

## PERSONNEL REQUISITION – PROCEDURE – HR – 004

1. A Department Head in conjunction with the Village Administrator completes the Personnel Requisition (HRFRM-002) if he/she wishes to establish a new position, add an employee to staff, promote an employee, increase work hours, increase length of an employee's temporary employment, or to increase direct payroll expenditures in any other way.
2. If the Department Head or Administrator wishes to fill a position that is empty due to either a termination, a retirement, or a resignation, the completed Personnel Requisition must indicate that the payroll expense is being maintained at or below the amount budgeted for the previous employee. If anticipated replacement costs exceed prior expense, the Administrative Policy Committee (APC) must consider a budget amendment.
3. A Personnel Requisition is not required for the replacement of an employee to fill Occasional, Temporary, Seasonal, non-management regular full-time or non-management regular part-time employee positions as defined in the Village of Kronenwetter Employee handbook. Only when a change in the number of Occasional, Temporary, Seasonal or non-management regular full-time or non-management regular part-time employees is contemplated does a personnel requisition have to be completed for those positions. All other positions, including promotions both within and outside of the Police and Fire Department shall require a Personnel Requisition.
4. The Department Head or the Village Administrator sends the completed Personnel Requisition to the APC chairperson for placement on a meeting agenda.
5. The APC reviews the requisition and interviews the Department Head or the Administrator about the requisition as appropriate.
6. If the APC believes the requisition is justified, based on an objective analysis of the responsibilities and the need, it forwards the Personnel Requisition to the Village Board for final action. If the APC does not believe the requisition is justified, the APC will send a negative recommendation to the Village Board for final action and also informs the originator of the APC's negative recommendation with an explanation of concerns.
7. The APC will give intensive scrutiny to those requests that were not previously budgeted and approved for the current fiscal year.
8. Both the originator of the Personnel Requisition and an APC member must represent the request to the Board if the request will result in an unbudgeted additional full or partial full-time equivalent (FTE) employee.

# VILLAGE OF KRONENWETTER PERSONNEL REQUISITION

REQUEST DATE	DATE EMPLOYEE NEEDED	TITLE OF POSITION BEING REQUESTED/CHANGED	
REQUESTED BY	DATE APPROVED	APPROVED BY	
<input type="checkbox"/> REPLACEMENT FOR: _____ <input type="checkbox"/> REASON FOR VACANCY: _____ <input type="checkbox"/> PROMOTION: EMPLOYEE NAME: _____ <input type="checkbox"/> ADDITIONAL HOURS - EXISTING POSITION: EMPLOYEE NAME _____ <input type="checkbox"/> JOB-SHARE WITH: _____		<input type="checkbox"/> ADDITION TO EXISTING STAFF POSITION <input type="checkbox"/> NEW POSITION-FLSA EXEMPT <input type="checkbox"/> NEW POSITION-FLSA NON-EXEMPT  DOES THIS POSITION HAVE SUPERVISORY RESPONSIBILITY? YES      NO  POSITION IS: <input type="checkbox"/> REGULAR FULL-TIME <input type="checkbox"/> REGULAR PART-TIME <input type="checkbox"/> TEMPORARY IF PART-TIME: _____ NUM HRS/WEEK IF TEMPORARY: ESTIMATED LENGTH OF EMPLOYMENT IN WEEKS _____	
Funding Source	Department	Salary Range: Minimum, Mid-point, Maximum	Starting Salary

1. ATTACH A COPY OF THE CURRENT POSITION DESCRIPTION
2. Why is this change or addition needed? Describe the benefits using objective data. Include a brief description of work to be performed or the duties that this request will address. Provide percent of time allocated to each major area of responsibility.
3. Describe other options that were considered (in addition to this proposal) to address the needs described above. Include reasons why those options were not chosen.
4. Describe the consequences on Village residents, other staff members, Village procedures, etc. if this position is not filled or this change isn't made.



# VILLAGE OF KRONENWETTER PERSONNEL REQUISITION

TITLE OF POSITION BEING REQUESTED/CHANGED	REQUESTOR NAME
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5. Calculate Salary Costs/(Savings) through end of current fiscal year:

(a) Hourly Rate—OR—Annual Salary divided by 2080 hours	(a) \$ _____
(b) <i>times</i> Number of hours through end of current year	(b) _____
(c) Equals Salary Cost in current year	(c) \$ _____
<b>IF REPLACING AN EMPLOYEE</b>	
<i>Indicate amount budgeted for original employee</i>	
(d) <i>through end of current year</i>	(d) \$ _____
(e) Add Benefits at 40% of Salary (.4 x c)	(e) \$ _____
<b>TOTAL INCREMENTAL EMPLOYEE COST/(SAVINGS) IN CURRENT YEAR (e+c)</b>	<b>(f) \$ _____</b>
<b>IF REPLACING AN EMPLOYEE:</b>	
<i>Subtract amount budgeted for original employee from new employee Salary cost(c - d); indicate savings as a (credit)</i>	

6. Calculate Additional/New Salary Costs through end of next full fiscal year

(g) Hourly Rate—OR—Annual Salary divided by 2080 hours	(g) \$ _____
(h) <i>Times</i> Number of additional hours through full fiscal year	(h) _____
(i) Equal <b>Incremental Salary Cost in next fiscal year</b>	(i) \$ _____
(j) Add Benefits at 40% of Salary	(j) \$ _____
<b>TOTAL EMPLOYEE COST IN NEXT FULL YEAR</b>	<b>(k) \$ _____</b>

7. Describe and itemize the amount of all START-UP (one-time) costs associated with fulfillment of this request. Include anticipated expenses for all computer hardware and software, telephone, training, office furniture and equipment, uniforms and safety equipment, special equipment, licensing, association memberships, etc.

8. Describe and itemize the amount of all ongoing and recurring costs associated with the fulfillment of this request over the course of the next five years (excluding wages and benefits described in 5 and 6 above). Include all certification renews, cost of office space at \$ \_\_\_ per square foot, uniform dry cleaning, etc.

9. Attach a complete justification for this request including estimates for offsetting costs such as reduced overtime expense for existing employees and payments for previously outsourced services, potential increase of income for the Village, ability to meet Village objectives, etc.

Position Title:	Date Reviewed by the Administrative Policy Committee: _____	<input type="checkbox"/> Approval Recommended by Administrative Policy Committee; Date Referred to Village Board _____
	<input type="checkbox"/> Funding Available in Current Budget	<input type="checkbox"/> Approval <b>NOT</b> Recommended; Date Referred to Village Board _____
	<input type="checkbox"/> Funding Not Available in Current Budget	

<b>POLICY ID:</b> HR-005	<b>TITLE:</b> <i>Employee Evaluation Program</i>	
<input type="checkbox"/> ORIGINAL <input checked="" type="checkbox"/> REVISION #3	<b>APPROVED BY VILLAGE BOARD:</b>	<b>DATE:</b>
<b>EFFECTIVE DATE:</b> Jan 1 <sup>st</sup> , 2022 <i>Original Adopted 10/08/2007</i> <i>Revision 1 adopted 05/28/2013</i> <i>Revision 2 adopted 09/25/2018</i> <i>Revision 3 adopted 10/12/2021</i>	 Village Clerk, Signature	4-19-22 Date
<b>APPLIES TO:</b>	<input checked="" type="checkbox"/> FLSA EXEMPT	<input checked="" type="checkbox"/> FLSA NON-EXEMPT
	<input checked="" type="checkbox"/> Non-REPRESENTED EMPLOYEES	<input checked="" type="checkbox"/> FULL-TIME EMPLOYEES
<i>This policy applies to all Village of Kronenwetter employees in the categories checked in this section. Provisions within individual personal contracts or a collective bargaining agreement may supersede certain parts of this policy.</i>		

**Purpose** – This policy is adopted to inform those exempt and non-exempt non-represented employees of how the Village completes their evaluations and how the Village will adjust wages relating to the assessments. It is adopted so that there is transparency to ensure that assessments and the accompanying wage adjustments are completed in an unbiased and efficient manner to ensure that the Village retains quality employees.

**Procedure** –

The Village will evaluate employees on the requirements of the adopted position description for their current job with the Village. These evaluations shall lead to wage adjustments.

After the Village hires an employee, each year on or around the anniversary of the employee's hire date, the employee shall complete an evaluation using the attached form and submit it to their supervisor. The employee's supervisor shall meet with the employee, and together they shall complete the form, reviewing prior year goals set for the employee. The supervisor shall tabulate the results from that evaluation, and the supervisor will submit that tabulation to the Village Administrator for confirmation.

The Village Administrator will submit the tabulated form to the Village Board during a closed session and the Village Board will review, revise and then adopt the evaluation.

The approved evaluation shall determine the level of wage adjustment that the employee shall be eligible to receive beginning on the next pay period immediately following the employee's job anniversary date.

In January, The Village Board shall adopt a wage adjustment chart that shall equate the percentage wage increase that directly correlates to each level of the evaluation system.

HR-015 shall cover the evaluations of the Village Administrator.

<b>MEETING DATE:</b> 4/26/2022		<b>REPORT TO VILLAGE BOARD</b>		<b>AGENDA ITEM #</b> 4.7																																																							
<b>PRESENTING COMMITTEE:</b> Administrative Policy Committee		<b>COMMITTEE CONTACT:</b> Trustee Eiden & Trustee Holmes		<b>STAFF CONTACT:</b> Richard Downey, Village Administrator																																																							
				<b>PREPARED BY:</b> Richard Downey, Village Administrator																																																							
<b>ISSUE:</b> Discussion & Action: Adoption of 2022 Evaluation Wage Range																																																											
<b>ISSUE BACKGROUND/PREVIOUS ACTIONS:</b> Per HR-005, which is attached, the Village Board has to set a yearly range for the employee evaluations for the Village. The Village employees that are full time, and not represented by a collective bargaining agreement would be eligible for this evaluation wage adjustment.																																																											
<p>I am recommending the chart to the right for evaluations for 2022 for the committee to recommend to the Village Board. The 2.00% rate is what was included in the 2022 budget for employee adjustments for non-represented employees.</p> <p>This chart would impact only the following employees: the Village Clerk, the Police Chief, the Police Lieutenant, the Village Treasurer, the Community Development Director, the Planning Technician, and the Public Works Director. All other employees, are not full-time employees, are represented under a union contract, or are covered under a different policy and hence would follow those policies or agreements.</p>																																																											
<table border="1"> <thead> <tr> <th></th> <th>2018</th> <th>2019</th> <th>2020</th> <th>2021</th> <th>2022</th> </tr> </thead> <tbody> <tr> <td>4.5 to 5.0</td> <td>3.00%</td> <td>3.00%</td> <td>3.00%</td> <td>3.00%</td> <td>2.00%</td> </tr> <tr> <td>4.0 to 4.49</td> <td>2.50%</td> <td>2.75%</td> <td>2.57%</td> <td>2.58%</td> <td>1.75%</td> </tr> <tr> <td>3.5 to 3.99</td> <td>2.25%</td> <td>2.50%</td> <td>2.32%</td> <td>2.04%</td> <td>1.50%</td> </tr> <tr> <td>3.0 to 3.49</td> <td>2.00%</td> <td>2.25%</td> <td>2.07%</td> <td>1.56%</td> <td>1.00%</td> </tr> <tr> <td>2.5 to 2.99</td> <td>0.75%</td> <td>0.75%</td> <td>0.75%</td> <td>0.75%</td> <td>0.75%</td> </tr> <tr> <td>2.0 to 2.49</td> <td>0.50%</td> <td>0.50%</td> <td>0.50%</td> <td>0.50%</td> <td>0.50%</td> </tr> <tr> <td>1.5 to 1.99</td> <td>0.25%</td> <td>0.25%</td> <td>0.25%</td> <td>0.25%</td> <td>0.25%</td> </tr> <tr> <td>1.0 to 1.49</td> <td>0.00%</td> <td>0.00%</td> <td>0.00%</td> <td>0.00%</td> <td>0.00%</td> </tr> </tbody> </table>							2018	2019	2020	2021	2022	4.5 to 5.0	3.00%	3.00%	3.00%	3.00%	2.00%	4.0 to 4.49	2.50%	2.75%	2.57%	2.58%	1.75%	3.5 to 3.99	2.25%	2.50%	2.32%	2.04%	1.50%	3.0 to 3.49	2.00%	2.25%	2.07%	1.56%	1.00%	2.5 to 2.99	0.75%	0.75%	0.75%	0.75%	0.75%	2.0 to 2.49	0.50%	0.50%	0.50%	0.50%	0.50%	1.5 to 1.99	0.25%	0.25%	0.25%	0.25%	0.25%	1.0 to 1.49	0.00%	0.00%	0.00%	0.00%	0.00%
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1.5 to 1.99	0.25%	0.25%	0.25%	0.25%	0.25%																																																						
1.0 to 1.49	0.00%	0.00%	0.00%	0.00%	0.00%																																																						
<p><b>The Administrative Policy Committee review this and recommended on a 3-1 vote for the Village Board to adopt the adjustment scale.</b> Jerry Wirth of the APC voted against this adjustment as he felt it was woefully too low. The fact of the matter is that this is what was included in the budget. If the Village Board wants to send this back to the APC and request that they find the money to cover a larger increase, we can do that as well.</p>																																																											
<b>RECOMMENDED ACTION:</b> Make a motion to recommend that the Village Board adopt the 2022 Evaluation Wage Adjustment chart as presented.																																																											
<b>COST/BENEFIT ANALYSIS and JUSTIFICATION</b> <i>(attach separate spreadsheets or other documentation as applicable)</i>																																																											
<b>ITEMIZE ALL ANTICIPATED COSTS</b> (Direct or Indirect, Start-Up/One-Time, Capital, Ongoing & Annual, Debt Service, etc.) It will depend on the actual scoring of the employee on the evaluation.																																																											
<b>ITEMIZE ALL ANTICIPATED BENEFITS</b> (Subjective, Financial, Operational, Service-related, etc.) This will set the 2022 evaluation rate for each of the employees.																																																											
<b>FUNDING SOURCE(s) – Must include Account Number/Description/Budgeted Amt CFY/% Used CFY/\$ Remaining CFY</b> This will vary depending on the employee																																																											
<b>OTHER OPTIONS CONSIDERED:</b> The Village Board had been individually setting the wage adjustments for each employee but in 2018 changed this process to have the Village Administrator handle most of the evaluations with the Village Board setting the wage scale that would be available via evaluations. Evaluations prior to being completed will be presented to the Village Board for their review.																																																											
<b>TIMING REQUIREMENTS/CONSTRAINTS:</b> Per the policy of the Village this chart is supposed to be adopted by the Village Board in January, but if the committee feels that they would like more discussion on this item, I would request that the committee request that the Village Board refer this matter back to the APC for review at the February APC meeting and not adopt it.																																																											
<b>ATTACHMENTS (describe briefly):</b> HR-005 revision #3.																																																											

This was approved by the Village Board at their April 26th 2022 Village Board meeting

<b>POLICY ID: HR-006</b>		<b>TITLE: Progressive Discipline Policy</b>	
<input checked="" type="checkbox"/> ORIGINAL <input type="checkbox"/> REVISION EFFECTIVE DATE: <i>Immediate</i>		APPROVED BY VILLAGE BOARD: 	DATE: <i>11-10-15</i> <i>VB mtg</i>
APPLIES TO:		<input checked="" type="checkbox"/> FLSA EXEMPT	<input checked="" type="checkbox"/> FLSA NON-EXEMPT
		<input checked="" type="checkbox"/> REPRESENTED EMPLOYEES	<input checked="" type="checkbox"/> Non-REPRESENTED EMPLOYEES
<p><i>Please note any disciplinary matters that are issued to any member of the Police Department other than the Police Clerk, or any member of the Kronenwetter Fire Department shall follow the policies that are enumerated in the Village of Kronenwetter Ordinance 66-6 for the Fire Department, Ordinance 138 for the Police Department and any relevant State Statutes. Also any employee that has an employee agreement shall follow that agreement.</i></p> <p><i>This policy applies to all Village of Kronenwetter employees in the categories checked in this section. Provisions within individual personal contracts or a collective bargaining agreement may supersede certain parts of this policy.</i></p>			

## Purpose

The Village of Kronenwetter's progressive discipline policy and procedures are designed to provide a structured corrective action process to improve and prevent a recurrence of undesirable employee behavior and performance issues. It has been designed consistent with the Village of Kronenwetter organizational values, human resource (HR) best practices and employment laws.

Outlined below are the steps of the Village of Kronenwetter's progressive discipline policy and procedure. The Village of Kronenwetter reserves the right to combine or skip steps depending on the facts of each situation and the nature of the offense. The level of disciplinary intervention may also vary. Some of the factors that will be considered are whether the offense is repeated despite coaching, counseling or training, the employee's work record, and the impact the conduct and performance issues have on the organization.

## Procedure

### ***Step 1: Counseling and verbal warning***

Step 1 creates an opportunity for the immediate supervisor to schedule a meeting with an employee to bring attention to the existing performance, conduct or attendance issue. The supervisor should discuss with the employee the nature of the problem or the violation of company policies and procedures. The supervisor is expected to clearly describe expectations and steps the employee must take to improve performance or resolve the problem.

Within five business days of this meeting, the supervisor will prepare written documentation of a Step 1 meeting on HRFRM-4, which is at the end of this policy. The employee will be asked to sign this document to demonstrate his or her understanding of the issues and the corrective action.

### ***Step 2: Written warning***

Although the Village of Kronenwetter hopes that the employee will promptly correct any performance, conduct or attendance issues that were identified in Step 1, the Village of Kronenwetter recognizes that this may not always occur. The Step 2 written warning involves more additional documentation of the performance, conduct or attendance issues and consequences.

During Step 2, the immediate supervisor and the Village Administrator will meet with the employee to review any additional incidents or information about the performance, conduct or attendance issues as well as any prior relevant corrective action plans. Management will outline the consequences for the employee of his or her continued failure to meet performance or conduct expectations.

A formal performance improvement plan (PIP) requiring the employee's immediate and sustained corrective action will be issued within five business days of a Step 2 meeting. A warning outlining that the employee may be subject to additional discipline up to and including termination if immediate and sustained corrective action is not taken may also be included in the written warning.

### ***Step 3: Suspension and final written warning***

There may be performance, conduct or safety incidents so problematic and harmful that the most effective action may be the temporary removal of the employee from the workplace. When immediate action is necessary to ensure the safety of the employee or others, the immediate supervisor may suspend the employee pending the results of an investigation.

Suspensions that are recommended as part of the normal progression of this progressive discipline policy and procedure are subject to approval from a next-level manager and HR.

For any issue that would involve Suspension and or a Final Warning, the Village Administrator will send a summary of the infraction to the Village Board and discuss the particulars of the issue with them during a closed session of the Village Board.

Depending on the seriousness of the infraction, the employee may be suspended without pay in full-day increments consistent with federal, state and local wage-and-hour employment laws. Nonexempt/hourly employees may not substitute or use an accrued paid vacation or sick day in lieu of the unpaid suspension. Due to Fair Labor Standards Act (FLSA) compliance issues, unpaid suspension of salaried/exempt employees is reserved for serious workplace safety or conduct issues. The Village Administrator will provide guidance so that the discipline is administered without jeopardizing the FLSA exemption status.

Pay may be restored to the employee if an investigation of the incident or infraction absolves the employee.

### ***Step 4: Recommendation for termination of employment***

The last and most serious step in the progressive discipline procedure is a recommendation to terminate employment. Generally, the Village of Kronenwetter will try to exercise the progressive nature of this policy by first providing warnings, a final written warning or suspension from the workplace before proceeding to a recommendation to terminate employment. However, the Village of Kronenwetter reserves the right to combine and skip steps depending on the circumstances of each situation and the nature of the offense. Furthermore, employees may be terminated without prior notice or disciplinary action.

Management's recommendation to terminate employment must be approved by the Village Administrator.

### **Appeal Process**

Employees will have the opportunity to present information that may challenge information management has used to issue disciplinary action. The purpose of this process is to provide insight into extenuating circumstances that may have contributed to the employee's performance or conduct issues while allowing for an equitable solution.

An employee may also make use of *HR-009 Grievance Procedure Policy*.

### **Performance and Conduct Issues Not Subject to Progressive Discipline**

Behavior that is illegal is not subject to progressive discipline, and such behavior may be reported to local law enforcement authorities.

Similarly, theft, substance abuse, intoxication, fighting and other acts of violence at work are also not subject to progressive discipline and may be grounds for immediate termination. This list is illustrative in nature and this is not an exhaustive list of issues that could be grounds for immediate termination.

### **Documentation**

The employee will be provided copies of all progressive discipline documentation, including all Performance Improvement Plans (PIPs). The employee will be asked to sign copies of this documentation attesting to his or her receipt and understanding of the corrective action outlined in these documents.

Copies of these documents will be placed in the employee's official personnel file, located in the Village Clerk's office.

**Important note:** Nothing in this policy provides any contractual rights regarding employee discipline or counseling, nor should anything in this policy be read or construed as modifying or altering the employment-at-will relationship between the Village of Kronenwetter and its employees.

## VILLAGE OF KRONENWETTER EMPLOYEE DISCIPLINE NOTICE

Employee name: Click here to enter text.

Date:

Position: Click here to enter text.

Department: Click here to enter text.

Choose an item.

Description of problem requiring improvement or correction (include specific dates & examples):

Specific changes in performance or behavior required and the period in which they must occur:

Date of follow-up review/evaluation of problem and correction: Click here to enter text.

**Failure of employee to correct problem may result in further disciplinary action up to and including termination of employment.**

Employee comments: (Please attach extra sheets as necessary) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Employee signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Employee's signature on this form does not constitute that they agree with the disciplinary action only that they received the document. Supervisor will document if employee declines to sign and obtain witness signature.*

Supervisor comments: \_\_\_\_\_  
\_\_\_\_\_

Supervisor signature: \_\_\_\_\_ Date: \_\_\_\_\_

Next level of supervision or witness signature: \_\_\_\_\_

<b>POLICY ID:</b> HR-007		<b>TITLE:</b> <i>Business Mileage and Travel Policy</i>	
<input type="checkbox"/> ORIGINAL <i>Effective Date: 04/25/10</i>	<b>APPROVED BY VILLAGE BOARD:</b> <b>Bobbi Birk-LaBarge</b> <i>B. Birk-LaBarge</i> Village Clerk		<b>DATE:</b> 10/10/2022
<input type="checkbox"/> REVISION #3 <i>Effective Date: 01/12/16</i>	<b>Attest:</b>		
<input checked="" type="checkbox"/> REVISION #4 <i>Effective Date: 10/10/2022</i>			
<b>APPLIES TO:</b> <input checked="" type="checkbox"/> FLSA EXEMPT <input checked="" type="checkbox"/> REPRESENTED EMPLOYEES		<input checked="" type="checkbox"/> FLSA NON-EXEMPT <input checked="" type="checkbox"/> Non-REPRESENTED EMPLOYEES	
<i>This policy applies to all Village of Kronenwetter employees in the categories checked in this section. Provisions within individual personal contracts or a collective bargaining agreement may supersede certain parts of this policy.</i>			

The Village of Kronenwetter will reimburse employees for reasonable business travel expenses incurred while on assignments away from the normal work location. The employee's supervisor must approve all business travel in advance.

- When approved, the actual costs of travel, meals, lodging, and other expenses directly related to accomplishing business travel objectives are eligible for reimbursement by the Village.
- Employees are expected to limit expenses to reasonable amounts and as set forth below.

Expenses that are typically eligible for reimbursement include the following:

- Car rental fees for compact or mid-sized cars if rental is required by the travel circumstances, see below for more details.
- Fares for shuttle or airport bus service; taxis or other costs of public transportation.
- Mileage at the current federal rate for use of personal vehicles *only* when less expensive transportation or a Village-owned vehicle is not available or practical, see below for more details. Motorcycles and scooters shall be reimbursed at 70 % of the current federal IRS rate.
  - The Village requires employees to carry liability insurance policy of \$100,000.00 per person and \$300,000.00 per occurrence on a vehicle if it is used for Village business. If there is an accident involving employee's vehicle while on Village business, employee's insurance is primary.
  - Employees who are involved in an accident while traveling on business must promptly report the incident to their immediate supervisor.
- Standard accommodations in low to mid-priced hotels, motels, or similar buildings.
- **Cost of meals to be reimbursed following the current GSA rate scale found here:**  
<https://www.gsa.gov/travel/plan-book/per-diem-rates>
- The total amount of per diem reimbursement on the first and last days of travel is capped at 75% of the daily Meals and Incidental Expenses (M&IE) per diem allowance, according to the location.
- Tips not exceeding 20% of the total cost of a meal or 15% of a taxi fare.
- Telephone calls, fax, and similar services required for business purposes.
- Laundry on trips of five or more days.
- Reimbursement for meals at all events not requiring an overnight stay will be subject to personal withholding tax per IRS regulations.
- The Village does not reimburse employees for personal entertainment, alcoholic beverages, and personal care items.

Vehicles owned, leased, or rented by the Village may not be used for personal use without prior approval by the employee's supervisor. The Village requires that employees provide proof of a valid Wisconsin driver's license and insurability before driving any vehicle on Village business.

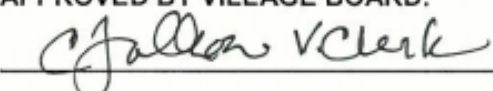
When travel is completed, employees must submit a completed Village of Kronenwetter Reimbursement Request Form within five (5) business days or when total reimbursable travel and/or mileage expenses have reached twenty (20) dollars. Reimbursement Requests shall be accompanied by receipts to substantiate all expenses claimed. Mileage to and from the

This policy is not intended and should not be construed, to limit or prevent an employee from exercising rights under the National Labor Relations Act. The Village of Kronenwetter retains the right to amend or change this policy at any time without prior notice.



location must be reported in order for reimbursement of mileage expenses to be calculated when employee uses a personal vehicle.

When travel to and from a location shall exceed two hundred (200) miles and shall be for a single day of travel without an overnight stay, employees will be required either to use a Village owned vehicle or to rent a vehicle. The Village Administrator will provide account numbers for usage with local rental car agencies. Rental vehicles shall not exceed intermediate (4-door vehicles) cars sizes, unless an employee has authorization from a supervisor to rent a larger vehicle due to the requirement to travel with equipment requiring a larger vehicle, or traveling with multiple employees to a location.

<b>POLICY ID: HR-008</b>		<b>TITLE: <i>Employee Use Of Municipal Facilities – Fitness Center</i></b>	
<input type="checkbox"/> ORIGINAL <i>Effective Date: 06/11/2007</i>	<b>APPROVED BY VILLAGE BOARD:</b> 		<b>DATE:</b> 02/27/2012
<input checked="" type="checkbox"/> REVISION <i>Effective Date: 03/01/2012</i>			
<b>APPLIES TO:</b>	<input checked="" type="checkbox"/> FLSA EXEMPT	<input checked="" type="checkbox"/> FLSA NON-EXEMPT	
	<input checked="" type="checkbox"/> REPRESENTED EMPLOYEES	<input checked="" type="checkbox"/> Non-REPRESENTED EMPLOYEES	
	<input checked="" type="checkbox"/> ELECTED OFFICIALS	<input type="checkbox"/> APPOINTED OFFICIALS	
<i>This policy applies to all Village of Kronenwetter personnel in the categories checked in this section. Provisions within an individual personal employment agreement or in an applicable formal labor agreement between the Village and a certified collective bargaining unit may supersede certain parts of this policy.</i>			

- Only Employees or elected Village officials (no spouses or children) are authorized to use the *Fitness Center* facility.
- Employees may not use the *Fitness Center* during normal work hours including during paid breaks. Use during unpaid lunch breaks is permitted.
- *Fitness Center* users must wear clean and appropriate attire. No open-toed shoes, sandals, boots, or jeans are allowed. Shirts are required.
- No food or drink is allowed except water (no glass containers).
- Users must wipe off equipment after each use.
- Equipment must not be removed from the *Fitness Center* except for repair, replacement, or removal under direction of Director of Public Works.
- Users are responsible for the appearance and cleanliness of the *Fitness Center*.
- When there is a wait list, the time limit on cardiovascular machines is twenty minutes.
- Users must notify the Director of Public Works immediately of any equipment problems.
- The Village of Kronenwetter is not responsible for loss or damage to a user's personal property while using the *Fitness Center*.
- The Village of Kronenwetter is not responsible for injuries to any person while using the *Fitness Center*.
- Prior to using the *Fitness Center*, personnel must complete and sign *HRFRM-xxx Waiver and Release of Liability* acknowledging his/her assumption of all risks of injury or liability and waive and release any rights of recovery. Form will be retained in the employee's personnel file.
- Unauthorized personal training is strictly forbidden and may result in user being barred from the facility.

This policy is not intended, and should not be construed, to limit or prevent an employee from exercising rights under the National Labor Relations Act. The Village of Kronenwetter retains the right to amend or change this policy at any time without prior notice.

POLICY ID: <i>HR-009</i>		TITLE: <i>Grievance Procedure Policy</i>	
<input checked="" type="checkbox"/> ORIGINAL <input type="checkbox"/> REVISION	APPROVED BY VILLAGE BOARD:		DATE:
EFFECTIVE DATE: <i>Immediate</i>	<i>G. Gallucci V. Clerk</i>		<i>8/22/2011</i>
APPLIES TO:	<input checked="" type="checkbox"/> FLSA EXEMPT	<input checked="" type="checkbox"/> FLSA NON-EXEMPT	
	<input checked="" type="checkbox"/> REPRESENTED EMPLOYEES	<input checked="" type="checkbox"/> Non-REPRESENTED EMPLOYEES	
<i>This policy applies to all Village of Kronenwetter employees in the categories checked in this section. Provisions within individual personal contracts or a collective bargaining agreement may supersede certain parts of this policy.</i>			

I. Purpose.

The purpose of this Policy is to set forth the procedure to be followed with respect to grievances by employees, union, and non-union. The terms of this Policy shall control unless another valid and enforceable grievance procedure exists in a collective bargaining agreement that applies to the matter.

II. Definitions.

A grievance is defined as a dispute or misunderstanding regarding the actions of Village officials with regard to the following:

- Employee termination

"Termination" includes an involuntary end to employment but excludes a voluntary quit; a layoff or failure to be recalled from layoff at the expiration of any recall period; retirement; job abandonment such as "no-call, no-show," or failure to report to work; any workforce reduction activities; job transfer; action taken for failure to meet the qualifications of a position; action taken pursuant to an ordinance other than an ordinance specifically addressing employee discharge; death; or the end of the employment of a temporary, contract or part-time employee.

- Employee discipline

"Discipline" includes verbal reprimands; written reprimands; and suspensions without pay. Discipline does not include verbal notices or reminders, written reprimands, performance evaluations, documentation of employee acts and/or omissions in an employment file, non-disciplinary demotions, non-disciplinary adjustments to compensation or benefits, actions taken to address job performance such as establishment of a performance improvement plan or job targets; placing an employee on paid leave pending an internal investigation; or other personnel actions taken by the employer for non-disciplinary reasons.

- Workplace safety

"Workplace safety" includes conditions of employment affecting an employee's physical health or safety, the safe operation of workplace equipment and tools, environmental hazards, safety of physical work environment, personal protective equipment, and workplace violence.

### III. Preliminary Procedures.

#### A. Preliminary Grievance Steps.

Step 1: Prior to filing a written grievance, employees should discuss any problem or complaint with his/her Immediate Supervisor to determine if the grievance can be resolved. Said discussion shall occur within five (5) business days (exclusive of Saturdays, Sundays, and holidays) of the happening or occurrence that gave rise to the grievance. The supervisor shall present his/her response within five (5) business days of the discussion. All time limits in this procedure may be extended by mutual agreement of the parties.

Step 2: If the grievance cannot be resolved at Step 1, the employee must file a written grievance with the Village Administrator no later than ten (10) business days after receipt of the Supervisor's response. The written grievance shall include: (1) a summary of the facts pertaining to the grievance; (2) a listing of all parties involved; (3) the remedy sought by the employee; and (4) the employee's signature. The Village Administrator shall meet with the grievant within ten (10) business days of receipt of the written grievance and then respond in writing within five (5) business days after the meeting.

### IV. Hearing Officer Proceedings.

#### A. Appeal To Hearing Officer.

Step 3: If the grievance is not resolved at Step 2, the employee may appeal a denial by filing a written request for a hearing before a Hearing Officer. This request must be received by the Village Administrator no later than ten (10) business days after the employee receives the Administrator's written response.

On appeal, the Administrator shall transmit the grievance, all grievance responses, and this Grievance Procedure to the Hearing Officer. As soon as is practicable thereafter, the Hearing Officer shall schedule a date for a hearing, but no more than twenty (20) business days after receipt of the materials from the Administrator. The hearing shall be held at a mutually agreeable time in a public building and shall be open to the public unless the Hearing Officer otherwise directs.

#### B. Hearing Procedure.

The Hearing Officer shall have the authority to administer oaths and issue subpoenas at the request of the parties and shall be responsible for the fair and orderly conduct of the hearing and the preservation of the record. Any party requesting a subpoena from the Hearing Officer is responsible for the fees associated with the subpoena. All testimony shall be taken under oath and shall be recorded by a court reporter under the supervision and control of the Hearing Officer, unless another method of recording is mutually agreed to by the parties and approved by the Hearing Officer. All costs associated with the court reporter and preparation of a transcript of the

hearing shall be evenly split between the parties. The Hearing Officer may only overrule a disciplinary action if the action taken was arbitrary or capricious.

C. Hearing Officer Decision.

The Hearing Officer shall submit his or her decision affirming or reversing the action with the reasons therefore in writing to the Administrator and the employee within fifteen (15) business days of the close of the hearing, the submission of the parties' written briefs, or availability of the hearing transcripts; if any, whichever is later, or on a later date mutually agreed upon by the parties.

V. Village Board Review.

A. Appeal to Village Board.

Step 4: Within five (5) business days of the date that the Hearing Officer's decision is mailed, either party may file with the Village Board a written notice of appeal of the Hearing Officer's determination to the Village Board. Any such appeal shall be on the written record, the preparation of which shall be the responsibility and at the cost of the party seeking the appeal. The appealing party shall supply a copy of the written record to the other party without charge. The written record shall be filed with the Village Board within fifteen (15) business days of the notice of appeal. No formal hearing shall be held before the Village Board. The Board shall receive no further evidence on the matter but may request additional written submissions of the parties on matters which were raised before the Hearing Officer or, at its discretion, meet with the parties to review the matter. The Village Board may retain outside counsel if necessary during the process.

B. Village Board Decision.

Within twenty (20) business days of the receipt of the written record, the Village Board shall make and file its written decision with the Administrator's office. The Administrator or designee shall, within five (5) business days, mail a copy of the decision to the last known address of the employee or the employee's representative. The Hearing Officer's determination may be affirmed, modified, or reversed by a majority vote of the Village Board. The Village Board's decision shall be final and binding on the parties. There shall be no subsequent right of appeal.

VI. Hearing Officer Selection.

A. Qualifications/Selection.

The Village may contract with a Hearing Officer to hear and determine appeals at Step 3. Any Hearing Officer so engaged shall not be a Village employee or receiving any compensation or benefits from the Village other than those described below.

The Village Administrator or designee shall create a panel of at least Three (3) individuals when needed who have indicated a willingness to serve in the capacity of Hearing Officer and who are experienced in personnel matters and/or who are active or retired attorneys, retired members of the judiciary, retired administrative staff, or currently on the list of arbitrators or mediators for the Wisconsin Employment Relations Commission, the Federal Mediation and Conciliation Service, or the American Arbitration Association. Each party shall have the right to strike one name from the list and the remaining named person shall serve as hearing officer.

B. Compensation.

The Hearing Officer shall be compensated at the the Hearing Officer's regular rate for the hearing, travel time, and time spent preparing a written decision. The compensation for the Hearing Officer will be split evenly between the parties.

VII. Settlement of Grievance.

A grievance shall be considered waived if not filed or appealed within the designated grievance timelines. Dissatisfaction is implied in recourse from one step to the next step. A grievance shall be deemed settled and dismissed at the completion of any step in the grievance procedure if all parties concerned are mutually satisfied or the grievance has not been timely processed to the next level. All settlements shall be in writing and signed by the employee in question and the appropriate Village official(s) involved at the step level that the grievance was settled.

VIII. Revisions/Updating.

This Policy may be revised, updated, or repealed by the Village Board at any time.

\*This policy was approved as HR-008 due to clerical error. The correct number for this policy is HR-009.

<b>POLICY ID: HR-010</b>		<b>TITLE: Catastrophic Illness/Injury Account</b>	
<input checked="" type="checkbox"/> ORIGINAL	<input type="checkbox"/> REVISION	<b>APPROVED BY VILLAGE BOARD:</b>	<b>DATE:</b>
EFFECTIVE DATE Immediate		<i>[Signature]</i> Village Clerk	10/22/2012
<b>APPLIES TO:</b>		<input checked="" type="checkbox"/> FLSA EXEMPT	<input checked="" type="checkbox"/> FLSA NON-EXEMPT
		<input checked="" type="checkbox"/> REPRESENTED EMPLOYEES	<input checked="" type="checkbox"/> Non-REPRESENTED EMPLOYEES
<i>This policy applies to all Village of Kronenwetter employees in the categories checked in this section. Provisions within individual personal contracts or a collective bargaining agreement may supersede certain parts of this policy.</i>			

## POLICY

The Village of Kronenwetter hereby adopts this Catastrophic Illness/Injury Account policy to effect a smooth transition for employees who have accumulated more than the maximum allowed 720 hours of earned/unused sick time. This policy shall be an addendum to the Sick Leave Policy that is enumerated in the Kronenwetter Employee Handbook and shall affect all Full Time Employees of the Village of Kronenwetter and shall come into force on the date adopted by the Village Board. It shall be the responsibility of the Village Administrator in conjunction with the Village Clerk to administer this policy and to ensure that any discrepancies are brought before the Administrative Policy Committee at one of their regular meetings for adjudication.

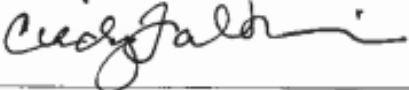
Any employee having been hired before March 1, 2012 and having more than 720 hours of earned/unused sick time credited to their sick leave account as of March 1, 2012 shall have any hours in excess of 720 hours transferred to a Catastrophic Illness/Injury Account. The hours in this Catastrophic Injury/Illness account shall be available to be utilized by the employee whose name is on the account when/if the employee has exhausted his/her normal sick leave account. No additional time may be added to this catastrophic account. When the employee leaves Village employment, the employee shall not be eligible for pay out of any unused hours in the Catastrophic Illness/Injury Account.

## Procedure

Upon passage of this Policy by the Village Board, the Village Administrator and Village Clerk will confer and identify those employees who are eligible to have a Catastrophic Illness/Injury Account created for them. The Village Clerk will record this information in the payroll system and, from time to time, the employees so having an account shall be informed of the current balance of the account.

When an employee who has a Catastrophic Illness/Injury Account exhausts all regularly accumulated sick time, the Village Clerk will debit the Catastrophic Injury of the employee the number of excess hours that are claimed by the employee up to the total number of hours in the Catastrophic Illness/Injury Account. Once an employee has used all of the hours available in his/her Catastrophic Illness/Injury Account, the Village Clerk shall close the account and the employee shall continue to follow all rules for sick leave usage as enumerated in the Village of Kronenwetter Employee Handbook.

Nothing in this addendum shall waive the requirement of employees having to report the reasons for his or her absence from duty to his or her Supervisor.

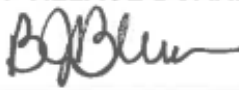
<b>POLICY ID: HR-011</b>		<b>TITLE: Internal Promotion Policy</b>	
<input checked="" type="checkbox"/> ORIGINAL	<input type="checkbox"/> REVISION	<b>APPROVED BY VILLAGE BOARD:</b>	<b>DATE:</b>
<b>EFFECTIVE DATE: 09/01/13</b>			7/23/13
<b>APPLIES TO:</b>	<input checked="" type="checkbox"/> FLSA EXEMPT	<input checked="" type="checkbox"/> FLSA NON-EXEMPT	
	<input checked="" type="checkbox"/> REPRESENTED EMPLOYEES	<input checked="" type="checkbox"/> Non-REPRESENTED EMPLOYEES	
<i>This policy applies to all Village of Kronenwetter employees in the categories checked in this section. Provisions within individual personal contracts or a collective bargaining agreement may supersede certain parts of this policy.</i>			

**Purpose** - It is in the best interest of the Village to invest in the Village's employees to ensure that they are an available candidate that the Village can promote into a higher-level job when a position becomes available. The Village will save advertising expenses as well as time that the Village spends to bring a new employee up to speed with the policies and procedures by promoting from within. It also helps attract employees that are willing to commit more of their career tenure to the Village as they can see the potential for promotion, instead of having to move to another organization where they would be able to move up to a higher position in their career field.

**Procedure** – The procedure for promoting from within shall be as follows:

1. When an opening in a position occurs, the Village Administrator will post the opening internally for 5 working days. During that time, any current Village employee shall be able to apply for the open position. Upon conclusion of the 5-day internal posting period, the Village Administrator shall review any applications that the Administrator receives for any open positions. If after the 5-day internal posting period no candidates apply for the open position, then the Village Administrator shall advertise the position externally and hold interviews as necessary.
2. If the Village Administrator believes that an internal candidate shall meet the needs of the Village, then he or she shall interview that candidate discussing with them the increased time commitment, job responsibility and overall career direction with the candidate. If after the interview the Village Administrator believes that the candidate would be a suitable fit for the open position then she or he shall appoint that person to that position.
3. In the case of a department head position, if the Village Administrator believes that a proposed candidate would be suitable for a promotion to a department head position, the Village Administrator will submit a Personnel Requisition form, found in HR-004 to the Administrative Policy Committee (APC) of the Village, clearly marked as a "promotion". The Village Administrator will also provide the APC a suggested employment package for the employee in question as well as a suggested starting date for the employee in the new position. In the case where the Village has multiple candidates that the Village could promote to a position, the Village Administrator will submit to the APC the credentials of all candidates for the position with a recommendation as to whom he or she believes the Village should promote to the open position.
4. The APC at their next regular meeting will review the credentials of the candidate or candidates in question that the Village Administrator submits to them for promotion to a department head position during a closed session of the committee. Upon leaving closed session, the APC will make either an affirmative or a negative recommendation to the Village Board for promotion of the candidate in question.
5. The Village Board at their next regular meeting will review the recommendation of the APC regarding the promotion and either approve or reject the promotion as presented.



POLICY ID: <i>HR-012</i>		TITLE: <i>Health Savings Account Policy</i>	
<input type="checkbox"/> ORIGINAL	<input checked="" type="checkbox"/> REVISION 12/27/2022	APPROVED BY VILLAGE BOARD:	DATE: 12/27/2022
EFFECTIVE DATE: 01/01/2023		Village Clerk: 	
APPLIES TO:		<input checked="" type="checkbox"/> FLSA EXEMPT	<input checked="" type="checkbox"/> FLSA NON-EXEMPT
		<input checked="" type="checkbox"/> REPRESENTED EMPLOYEES	<input checked="" type="checkbox"/> Non-REPRESENTED EMPLOYEES
<p><i>This policy applies to all Village of Kronenwetter employees in the categories checked in this section. Provisions within individual personal contracts or a collective bargaining agreement may supersede certain parts of this policy.</i></p>			

### Purpose

The Village offers a High Deductible Health Plan (HDHP). The HDHP plan entails having a health plan with a high deductible, making the premium that the Village and the Village Employees pay lower overall. So that the cost of the higher deductibles does not overburden the Village employee(s) and make the Village less than a desirable employer of choice, the Village has put in place a Health Savings Account (HSA) program that any employee that is part of the Village HDHP coverage may take advantage of while employed by the Village. The HSA is the employee's account and is portable from employer to employer, hence upon leaving employment with the Village, the employee can take their health savings account with them to utilize with another employer who offers a HDHP or use into retirement.


### Procedure

Any employee who wishes to take advantage of the HSA program is required to open a qualifying HSA account at a financial institution of their choice. Once established the employee then reports to the Village Clerk the account information so direct deposit contributions can be made by the Village to that account. The Village and employee(s) will make contributions on the regular payroll pay days of the Village, and the employee may utilize their HSA account for any qualified medical expense.

Specifically, the Village will do the following:

- Once the employee has opened up their own private HSA account, and reported the account to the Village Clerk, the Village will annually **contribute** one thousand one hundred fifty dollars (\$1,150) to a Health Savings Account (HSA) for each employee subscribing to single coverage and two thousand two hundred fifty dollars (\$2,250) for family coverage via direct deposit. Prorated payments in the employee's HSA shall be made within (15) days of the beginning of each calendar quarter.
- Employees may elect to personally contribute to their HSA through payroll deduction. The Village shall **match** employee contributions to his/her HSA up to one thousand three hundred fifty dollars (\$1,350) for someone with single coverage and two thousand seven hundred fifty dollars (\$2,750) per year for someone with family coverage, up to a maximum annual contribution allowed by law. Contribution rates vary from year to year and employees are encouraged to review the US Department of Treasury rules for the maximum amount allowable. Village matching contributions shall be made via direct deposit to the Employee's HSA account and shall be made each pay period that the employee contributes.

The Village will require that Village employees be responsible for any and all administrative fees on their own HSA accounts and also for ensuring that their individual HSA is utilized in accordance with all current and applicable laws. For more information employees are encouraged to review HSA rules that are available on the Federal Government's website, at [www.treasury.gov](http://www.treasury.gov)

POLICY ID: <b>HR-013</b>		TITLE: <b>Insurance Contribution Rates</b>	
<input type="checkbox"/> ORIGINAL <input checked="" type="checkbox"/> REVISION EFFECTIVE DATE: <i>Immediate</i>		APPROVED BY VILLAGE BOARD:  Village Clerk	DATE: January 27, 2015
APPLIES TO:		<input checked="" type="checkbox"/> FLSA EXEMPT	<input checked="" type="checkbox"/> FLSA NON-EXEMPT
		<input checked="" type="checkbox"/> REPRESENTED EMPLOYEES	<input checked="" type="checkbox"/> Non-REPRESENTED EMPLOYEES
<i>This policy applies to all Village of Kronenwetter employees in the categories checked in this section. Provisions within individual personal contracts or a collective bargaining agreement may supersede certain parts of this policy.</i>			

**Purpose:**

The Village offers multiple health insurance plans, a plan that is offered to the current members of the Teamsters union known as Central States which is a weekly premium plan, and a High Deductible Health Plan (HDHP) which has a Health Savings Account (HSA) attached to it, and is a monthly premium plan. This policy defines what percentage of the total weekly or monthly premium regular full time non-public safety employees as defined by the Village of Kronenwetter Employee Handbook that are covered by either of these insurance policies shall pay for their health insurance, dental and life insurance policy.

**Procedure:**

Any non-public safety regular full-time employee who is covered by the Central States Insurance shall pay 10% of the total premium per week.

Any non-public safety regular full-time employee that is covered by the High Deductible Health plan (HDHP) shall pay 10% of the total monthly premium.

Any non-public safety regular full-time employee that is covered by a non-Central States Dental Plan shall pay 0% of the total monthly premium for coverage.

Any non-public safety regular full-time employee that is covered by a non-Central State Life Insurance policy shall pay 0% of the total monthly premium for coverage.

<b>POLICY ID:</b> <i>HR-014</i>		<b>TITLE:</b> <i>Insurance Opt-Out Policy</i>	
<input checked="" type="checkbox"/> ORIGINAL <input type="checkbox"/> REVISION		<b>APPROVED BY VILLAGE BOARD:</b>	
<b>EFFECTIVE DATE:</b> <i>Immediate</i>		<i>[Signature]</i> Village Clerk	<b>DATE:</b> <i>April 28, 2015</i>
<b>APPLIES TO:</b>		<input checked="" type="checkbox"/> FLSA EXEMPT	<input checked="" type="checkbox"/> FLSA NON-EXEMPT
		<input checked="" type="checkbox"/> REPRESENTED EMPLOYEES	<input checked="" type="checkbox"/> Non-REPRESENTED EMPLOYEES
<i>This policy applies to all Village of Kronenwetter employees in the categories checked in this section. Provisions within individual personal contracts or a collective bargaining agreement may supersede certain parts of this policy.</i>			

**Purpose:**

The Village offers multiple health insurance plans, however some employees have health insurance coverage under a spouse, domestic partner or parent and hence do not need to take coverage from the Village. This policy reimburses those employees that opt-out of current insurance coverage that the Village offers.

**Procedure:**

Any regular full-time employee who is eligible for the non-Central States Insurance coverage who agrees to opt out of the non-Central States health insurance coverage shall be reimbursed two hundred fifty dollars (\$250) per month, less applicable withholdings, provided the employee presents proof of health insurance coverage from another source.

There shall be no reimbursement paid for those employees that are covered by a non-Central States Insurance coverage who agrees to opt out of the non-Central States dental, life or any other coverages offered by the Village.

<b>POLICY ID:</b> <i>HR-015</i>	<b>TITLE:</b> <i>Evaluation-Village Administrator</i>
<input type="checkbox"/> ORIGINAL <input checked="" type="checkbox"/> REVISION	<b>APPROVED BY VILLAGE BOARD:</b>
<b>EFFECTIVE DATE:</b> <i>Immediate</i>	<b>DATE:</b> <i>04/26/2022</i>
<b>APPLIES TO:</b>	<input checked="" type="checkbox"/> <b>FLSA EXEMPT-Village Administrator</b>
<i>This policy applies to all Village of Kronenwetter employees in the categories checked in this section. Provisions within individual personal contracts or a collective bargaining agreement may supersede certain parts of this policy.</i>	

**Purpose:**

The Village wishes to retain a highly-skilled individual as the Village Administrator to ensure the efficient operations of the Village while also defining how the Village Board will evaluate this employee.

**Procedure:**

The Village shall create a temporary file that will be held by the clerk that would be used to hold any written notice of positive or negative performance notices submitted by elected officials, committee volunteers or employees.

The evaluation of the Village Administrator shall occur as two parts. There shall be a yearly evaluation on the Village Administrator's job anniversary. There shall also be a quarterly check in meeting with the Village Board.

**Temporary file**

The Village Clerk shall create a temporary file that shall be used to hold any written notice of positive or negative performance notices submitted by elected officials, committee volunteers or employees.

**Yearly Evaluation**

Each year, in the month of the job anniversary date of the Administrator, the Village Administrator will complete sections one through three of the attached form and submit it to the Village President.

In the month of the job anniversary date of the Administrator, each of the Village Board members shall complete parts one and two of the attached form. The elected officials' surveys will be signed and placed within the personnel file of Village Administrator.

Each department head with six or more months of employment with the Village will complete part three of the attached form. The department heads will submit the form via email or postal mail back to the Village Clerk. The Village Clerk will then send a copy of the completed forms out to each of the Village Board members and the Village President. These evaluations shall be kept confidential with the scores for each question being provided to the Village Administrator by the Village President after the evaluation has been completed. A summary of the 360 comments can be provided by the Village Board to the Village Administrator.

The Village Board will meet in closed session to evaluate and discuss the answered they arrived at, discussing any or all questions individually. Ideally, the Village Board will arrive at a consensus for each point, but this is not necessary.


During the same closed session, the Village Board will consider the answers provided by the department heads in part three that were provided to the Village President.

Finally the Village Board will evaluate the administrator's performance in achieving the goals that were set by the Village Board for the Administrator during the preceding evaluation period. In the case where no yearly goals have been established by the Village Board, such as when a new Administrator is in office, the Village Board will create goals and then skip scoring for this section of the evaluation until the subsequent year.

### ***Quarterly check-in***

The Village Board will meet quarterly in closed session to evaluate goal performance updates and any written notices provided to the Village Clerk that shall be held in the temporary file. The writer of a notice, that the Village Board is reviewing, shall be called upon by the Village Board to explain their reasons for the notice and to answer questions relating to the notice. Any notices without the writer present for questioning will be assumed to be without merit. The Village Administrator will be present for this questioning and be given a full opportunity to respond.

Once any notices are heard, the Village Board will then excuse all but the board members and discuss as to whether or not the notice will move to the administrator's permanent personnel file. During closed session the Village Board will make a motion to place the item on file if the Village Board so wishes.

<b>POLICY ID:</b> <i>HR-016</i>		<b>TITLE:</b> <i>Remote Work Policy</i>	
<input checked="" type="checkbox"/> ORIGINAL <input type="checkbox"/> REVISION <b>EFFECTIVE DATE:</b> <i>Immediate</i>		<b>APPROVED BY VILLAGE BOARD:</b> 	<b>DATE:</b> 01/26/2021
<b>APPLIES TO:</b>		<input checked="" type="checkbox"/> FLSA EXEMPT	<input checked="" type="checkbox"/> FLSA NON-EXEMPT
		<input checked="" type="checkbox"/> REPRESENTED EMPLOYEES	<input checked="" type="checkbox"/> Non-REPRESENTED EMPLOYEES
<i>This policy applies to all Village of Kronenwetter employees in the categories checked in this section. Provisions within individual personal contracts or a collective bargaining agreement may supersede certain parts of this policy.</i>			

**Purpose:**

The Village is interested in providing a rich and flexible working environment that will meet the needs of the Village and supply citizens, as the Village's Mission Statement states, high-quality customer service through "innovation, a positive work environment and a commitment to excellence." For the Village to achieve that goal, the Village has brought in infrastructure to allow employees to work remotely, thus providing them a flexible working environment. The Village defines remote work and telecommuting for purposes of this policy as the practice of technology-assisted work conducted outside of a centrally located workspace, including but not limited to work undertaken in a location other than the employer's worksite, including outside calls and other work. This policy is adopted to set guidelines for using remote work and set expectations so that the Village treats each member of the team equally.

**Procedure:**

The Village will not allow remote work to occur before being approved. Any employee may request to work remotely by speaking to their department head. Department heads may ask to work remotely from the Village Administrator. The Village Administrator may be granted remote work via the Village Board's action at a regular board meeting.

Remote work will be granted at the department heads, administrator, or Village Board's discretion and is not guaranteed. The Village's needs, employees' workload, the prevailing weather conditions, and the scheduled usage of paid-time-off by other employees shall determine if the Village shall grant an employee remote work. In no case can an employee work remotely more than one day a week, and in no case can more than two employees in the general office remote work during the same day.

The following expectations for a remotely working shall apply.

1. While working remotely, any employee agrees to be available during the assigned business hours of 8 am to 4:30 pm for communication through phone, voice mail, e-mail, or direct electronic messages unless they supplement their remote work with paid-time-off.
2. The duties, obligations, responsibilities, and conditions of the employee's employment with the Village of Kronenwetter remain unchanged while the employee works remotely.
  - a. The employee's salary, retirement, vacation, sick leave benefits, and insurance coverage shall remain the same.

3. While the employee works remotely, the work hours, overtime compensation, use of sick leave, and approval for the utilization of vacation time will conform to Village policies and procedures, departmental guidelines, and the terms otherwise agreed upon by the employee the supervisor.
4. The employee, while working remotely, agrees to:
  - a. Maintain a safe and ergonomically sound work environment; and
  - b. Report work-related injuries to the supervisor at the earliest opportunity.
  - c. Hold the Village of Kronenwetter harmless for injury to others at the alternate worksite.
  - d. Be responsible for providing space and networking and internet capabilities from the remote work location.
    - i. The employer shall not reimburse the employee for network or internet access for these or related activities.
    - ii. The employer shall not reimburse the employee for consumable supplies, such as printer toner or paper for these or related activities.
5. The telecommuter agrees to provide a secure location for Village of Kronenwetter-owned equipment and materials and will not use, or allow others to use, such equipment for purposes other than Village business.
  - a. All equipment, records, and materials provided by the Village of Kronenwetter shall remain Village property.
  - b. The employee agrees to allow the Village of Kronenwetter reasonable access to its equipment and materials.
  - c. The employee agrees to report to the employee's supervisor any incidents of loss, damage, or unauthorized access at the earliest reasonable opportunity.
6. The employee agrees not to use their vehicle for the Village of Kronenwetter business unless specifically authorized by the Village Administrator.
7. If, while working remotely, the Village terminates an employee, the employee agrees to return the Village of Kronenwetter equipment, records, and materials immediately. The Village of Kronenwetter has the right to inspection, repair, replacement, or repossession Village of Kronenwetter-owned equipment.
8. The Village of Kronenwetter will not pay for the following expenses:
  - a. Maintenance or repairs of privately owned equipment;
  - b. Utility costs associated with the use of the computer or occupation of the work place;
  - c. Personal equipment supplies; and
  - d. Personal travel expenses associated with commuting.
9. The telecommuter will implement proactive information security steps in the remote work setting and check with his/her supervisor when security matters are an issue.
10. The employee understands that employee is responsible for tax consequences, if any, of this arrangement and for conformance to any local zoning regulations

<b>POLICY ID:</b> <i>HR-017</i>	<b>TITLE:</b> <i>Exit Interview Policy</i>	
<input checked="" type="checkbox"/> ORIGINAL <input type="checkbox"/> REVISION	<b>APPROVED BY VILLAGE BOARD:</b> Cindra Falkowski <small>Digitally signed by Cindra Falkowski DN: cn=Cindra Falkowski, o=Village of Kronenwetter, ou=Village Clerk, email=falkowsk@kronenwetter.org, c=US Date: 2022.01.17 12:59:46 -0500</small>	<b>DATE:</b> October 26, 2021
<b>EFFECTIVE DATE:</b> <i>Immediate</i>	VILLAGE CLERK	
<b>APPLIES TO:</b>	<input checked="" type="checkbox"/> FLSA EXEMPT	<input checked="" type="checkbox"/> FLSA NON-EXEMPT
	<input checked="" type="checkbox"/> REPRESENTED EMPLOYEES	<input checked="" type="checkbox"/> Non-REPRESENTED EMPLOYEES
<i>This policy applies to all Village of Kronenwetter employees in the categories checked in this section. Provisions within individual personal contracts or a collective bargaining agreement may supersede certain parts of this policy.</i>		

**Purpose**

The Village is interested in maintaining high performing employees, constantly improving the working conditions of current employees and recruiting exceptional employees. To achieve better results the Village will send out a written exit interviews to employees that have recently ended their employment with the Village. This will allow the Village to explore the reasons for the employee’s departure, improve the Village’s processes, retain valuable employees and make the Village of Kronenwetter a better place to work.

**Procedure**

The Village President will mail any full-time employee that voluntarily ends employment with the Village the attached document, along with a self-addressed return envelope and a letter. The letter shall state that the Village shall use the exit interview form to improve the Village processes and that any statements that the former employee makes will be kept confidential to the greatest extent possible.

Once the former employee returns the form to the Village, the Village President shall review it. If in reviewing the returned form the Village President believes that the returned exit interview relates to the performance of a current employee, then the Village President shall request that the Village Board discuss the returned form during a closed session. The closed session shall be as a closed session under § 19.85(1) (c) “considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.” If in reviewing the returned from, the Village President believes that the returned exit interview relates to the performance of someone other than a current employee, including current or former elected officials. And that the information provided would “likely to have a substantial adverse effect on the reputation of persons referred to” then the Village President shall request that the Village Board discuss the returned form during a closed session labeled as a closed session under § 19.85(1)(f) “Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations.” The Village President will ensure that if the person named in the exit interview, is a current elected or appointed official of the Village, then that person shall be allowed to attend the closed session.

After the Village Board has reviewed the exit interview information in closed session, the Village Board will come out of closed session and recommend that the Village Administrator or Village Board take any action as necessary to improve the Village's operations.



<b>POLICY ID: <i>HR-018</i></b>		<b>TITLE: <i>Wage Tracking Policy</i></b>	
<input checked="" type="checkbox"/> ORIGINAL <input type="checkbox"/> REVISION		<b>APPROVED BY VILLAGE BOARD:</b>	<b>DATE:</b>
<b>EFFECTIVE DATE: <i>Immediate</i></b>		 VILLAGE CLERK-Signature	<i>5/9/22</i>
<b>APPLIES TO:</b>	Village Administrator Village Clerk Finance Director/Village Treasurer Community Development Director Public Works Director		

**Purpose**

The Village is interested in monitoring the time spent by employees on different activities to ensure that the costs for employees are correctly allocated to the various departments of the Village. This policy will allow the Village to adjust the funding for employees to better reflect how employees are spending their time.

**Procedure**

Each employee covered under this policy, in addition to tracking their time on their time cards will also track the time they work during the day in one-hour increments in different categories. They will also describe in ten words or less what they did during that time, for example if the Public Works Director inspected a sewer lift station for two hours they will put "Sewer-2-Inspected lift station thirteen, talked to vendor on pump replacement." They will submit these reports along with their timecards to the Village Clerk. The Village Clerk will track the time, and each month, submit a combined report to the Administrative Policy Committee (APC) who shall then refer the report to the Village Board each month. The Village Clerk will also send this report to the Village Administrator for use in developing the subsequent year's budget. The Village Administrator will present as part of the budgeting process a breakdown of where each employee covered by this policy is spending their time and recommend a change in the breakdowns for each employee covered by this policy. The Administrative Policy Committee nor the Village Board have to approve this recommended percentage change.

The categories for employees shall be the following

**General Government**-This shall involve general government operations, such as accounts receivables, account payables, elections, and other general government activities.

**Cons & Development**-This shall involve all costs associated with conservation and development activities of the general fund which shall include, community events, and marketing.

**Bld Inspector**-This shall involve all costs associated with building inspection of the Village.

**Parks**-This shall involve all costs associated with parks of the Village, but shall not include community events taking place in a park.

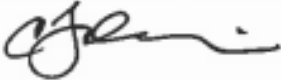
**Recycling**-This shall involve all costs associated with garbage collection and recycling collection.

**Public Works**-This shall involve all costs associated with Public Works activities, which include road maintenance, sign maintenance, and road side maintenance such as storm sewer ditches, and tree trimming.

**Water**-This shall involve all operations involving the water utility, including Pumping Expense, Transmission and Distribution Expense, Customer Account Expense, Administrative and General Expense relating to the water utility.

**Sewer**- This shall involve all operations involving the sewer utility.

**RDA**-This shall all involve all work relating to the Tax Increment Districts. These hours shall be divided across each TID with 30% of the costs going to TID #1, 60% of the costs going to TID #2, 5% of the costs going to TID #3, and 5% of the costs going to TID #4.

<b>POLICY ID: FIN-001</b>	<b>TITLE: Business Credit Cardholder Policy and Agreement</b>	
<input type="checkbox"/> ORIGINAL <input checked="" type="checkbox"/> REVISION	<b>APPROVED BY VILLAGE BOARD</b> 	<b>DATE:</b> July 23, 2013
<b>EFFECTIVE DATE: Immediate</b>		
<b>APPLIES TO:</b>	<input checked="" type="checkbox"/> FLSA EXEMPT	<input checked="" type="checkbox"/> FLSA NON-EXEMPT
	<input checked="" type="checkbox"/> REPRESENTED EMPLOYEES	<input checked="" type="checkbox"/> Non-REPRESENTED EMPLOYEES
<i>This policy applies to all Village of Kronenwetter employees in the categories checked in this section. Provisions within individual personal contracts or a collective bargaining agreement may supersede certain parts of this policy.</i>		

The Village of Kronenwetter has an agreement, currently with Visa through River Valley Bank, which provides certain employees with a business credit card at the Village's expense to be used strictly for Village related expenditures. The cardholder is responsible for the card's safekeeping. It may not be transferred to, assigned to, or used by anyone other than the cardholder.

The business credit card is only to be used for Village of Kronenwetter business related expenses including but not limited to hotels/motels, meals, automobile fuel and rentals, air, cab, bus, and train fare, travel agencies, conference registrations and office supplies/computer equipment. A single purchase exceeding \$500 must be approved by the Treasurer before using the credit card as the method of payment.

No personal use of the credit card is permitted. No cash advances are permitted. If an unauthorized purchase is made, the cardholder will become personally responsible for the purchase.

It is the cardholder's responsibility to obtain itemized transaction receipts from the vendor each time the business credit card is used. These receipts must be attached to the Credit Card Receipt Information Form and submitted to the Deputy Clerk/Treasurer as soon as possible after the purchase and no later than the 10<sup>th</sup> day of each month. **A CREDIT CARD RECEIPT INFORMATION FORM WITH THE ATTACHED VENDOR RECEIPT MUST BE SUBMITTED FOR EVERY PURCHASE MADE WITH THE VILLAGE BUSINESS CREDIT CARD.** A short description of the purchase and the appropriate expense category (if known) is required to be completed on the Credit Card Receipt Information Form. The reconciliation procedures must be followed in order to insure proper reporting of the cardholder's expenses.

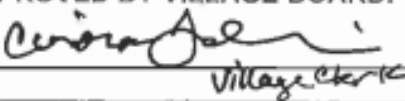
The cardholder is required to sign the business credit card immediately upon receipt. The card may be used immediately upon activation. When the current credit card is set to expire you will receive a new card in exchange for the expiring credit card. A stolen or lost credit card must be reported immediately to the Treasurer or Deputy Clerk/Treasurer.

Failure to comply with the above will result in termination of business credit card privileges and possible further disciplinary actions.

I \_\_\_\_\_ agree that the use of my card will be for Village of Kronenwetter business expenditures only and that I will be the sole user of the card. I further agree to comply with the terms stated in the policy, and return the card upon my termination or upon request.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

<b>POLICY ID:</b> <i>FIN-002</i>		<b>TITLE:</b> <b>Employee Cellular Telephone Policy</b>	
<input type="checkbox"/> ORIGINAL <input checked="" type="checkbox"/> REVISION 05/11/2009    1/12/2017 03/01/2012 <b>EFFECTIVE DATE</b> Immediate		<b>APPROVED BY VILLAGE BOARD:</b>  Village Clerk	
		<b>DATE:</b> <u>1-12-17</u>	
<b>APPLIES TO:</b>		<input checked="" type="checkbox"/> FLSA EXEMPT <input checked="" type="checkbox"/> FLSA NON-EXEMPT <input checked="" type="checkbox"/> REPRESENTED EMPLOYEES <input checked="" type="checkbox"/> Non-REPRESENTED EMPLOYEES	
<i>This policy applies to all Village of Kronenwetter employees in the categories checked in this section. Provisions within individual personal contracts or a collective bargaining agreement may supersede certain parts of this policy.</i>			

**PURPOSE** - To establish guidelines for the issuance and usage of Village-owned cellular telephones, to address Village of Kronenwetter business use of personal cellular telephones, and to establish procedures for monitoring and controlling costs related to cellular telephone use. This policy outlines the cellular phone options supported by the Village of Kronenwetter, guidelines for appropriate use, and other administrative issues relating to cellular telephone acquisition. This policy was created in order to enhance employee safety, limit Village liability, and help manage telecommunications costs.

**SCOPE** - This policy applies to all Village employees and other persons who have or are responsible for any cellular device issued by the Village of Kronenwetter.

**RESPONSIBILITIES** - Employees wishing to participate in the Village of Kronenwetter Cellular Telephone Program must apply and receive Supervisor approval. The employee's Supervisor must approve the application forms and authorize participation before submitting the application to the Village Administrator.

The Administrator makes the final decision regarding an employee's eligibility for participation in the Village Cellular Telephone Program and for determining the employee's Occasional or Frequent User status and the service plan level. The Finance Director/Treasurer, under the direction of the Village Administrator, has the responsibility to administer and maintain the Village Cellular Telephone Policy.

It is imperative that employees who use either Village-owned or Village-subsidized cellular telephone devices for business purposes use those devices appropriately, responsibly, and ethically. Their use should not be allowed to intrude upon the efficient conduct of business.

**CELL PHONE USE LEVELS** - The Village of Kronenwetter defines two (2) levels of cellular telephone users.

**1. Occasional User** - A Village of Kronenwetter employee who needs to be reached for Village business on his/her personal cellular telephone on an intermittent, occasional basis.

**2. Frequent User** - A Village of Kronenwetter employee who needs to conduct Village business through the use of a cellular telephone on a routine or frequent basis. Typically, the Frequent User's job responsibilities require:

- The employee must be reachable immediately.
- The employee must be contacted outside of normal business hours.
- The employee is not normally present at a fixed workstation and timely communication is necessary for their job responsibilities.
- The employee is required to make frequent and/or prolonged travel.

## VILLAGE OF KRONENWETTER CELLULAR TELEPHONE PROGRAM OPTIONS:

### (1) OCCASIONAL USER OPTION - PERSONAL CELLULAR TELEPHONE DEVICES:

An Occasional User will use his/her personal cellular telephone device and service plan and receive a monthly reimbursement of fifteen dollars (\$15) from the Village of Kronenwetter. The Village will publish the Occasional User's personal cellular telephone number in the *Employee and Village Official Contacts Directory* distributed to all Village employees and Village officials (elected and appointed). The Village will not publish the Occasional User's personal cellular telephone number to the public. The Village recognizes NO additional obligation for the personal cellular telephone device and personal cellular telephone service plan outside of the monthly \$15 reimbursement.

### (2) FREQUENT USER OPTION - PERSONAL CELLULAR TELEPHONE DEVICES:

The Frequent User will use his/her personal cellular telephone device and service plan and receive a monthly reimbursement of forty dollars (\$40) from the Village of Kronenwetter. The Village may publish the Frequent User's personal cellular telephone number in the Village's Emergency operation plan and will not release this number to the general public unless permission to do so is granted by the employee so being reimbursed. The Village recognizes NO additional obligation for the personal cellular telephone device and personal cellular telephone service plan outside of the monthly \$40 reimbursement.

**Appropriate Use (Options 1 & 2)** -The employee must present documentation regarding the personal monthly plan cost when applying for the Cellular Telephone Program and as requested by the Village. At no time shall Village reimbursement exceed the cost of the personal monthly plan.

The Village requires that employees who are reimbursed for their personal phones be available to take business calls during all business hours. Employees who are reimbursed at the Frequent User level (2) must be available to take business calls after-hours as well as during standard business hours. Nonexempt employees who take business calls while "off the clock" will be paid for actual time worked.

Employees who are reimbursed for personal cell phones must sign acknowledgement of the fact that all cell phone invoice details are subject to audit and to public records requests as allowed by State law.

### (3) FREQUENT USERS OPTION - VILLAGE OWNED CELLULAR TELEPHONE DEVICES

Appropriate Use: The following must be observed:

1. Village-owned cellular devices are property of the Village and must be treated, used, and safeguarded as such. If an employee damages or loses a Village-issued cellular telephone, the employee must immediately notify the Finance Director/Treasurer.
2. The Village strongly encourages the use of personal password protection on all mobile devices.
3. Employees may not use a Village-owned cellular telephone for personal use that is other than incidental, for the purpose of illegal transactions, harassment, or obscene behavior, or in ways that are not in accordance with other existing employee policies.

4. Village of Kronenwetter will pay for reasonable business-use costs associated with issued cellular telephones. The Finance Department reviews all itemized bills for user compliance with these policies and processes them for payment.
5. Under no circumstances are any purchases allowed through the cellular phone, including but not limited to ringtones, games, and any other monthly third party services.
6. Directory assistance calls are not included in the monthly service; use alternative means or free directory service number to obtain unknown phone numbers.
7. The SIM card that you receive links to your assigned cell phone number and the allowed mobile phone features. Do not abandon or re-assign the SIM card to another user unless approved by your Supervisor and the Finance Director/Treasurer. The Village maintains records identifying the assigned user of each phone number.
8. Upon termination of employment, users must return all cellular telephones and all original accessories to the Village Finance Director/Treasurer; if items are not returned, appropriate replacement costs will be deducted from employee's final paycheck.
9. The Village expects that employees who are designated Frequent Users will be available to take business calls after-hours as well as during standard business hours. Non-exempt employees who take business calls while "off the clock" will be paid for actual time worked.
10. Employees must sign acknowledgement of the fact that the cell phone invoice details are subject to audit and to public records requests as allowed by State law.

The Village reserves the right to make changes to this policy at any time and will notify those affected by the updated policy at the time of change.

**Policy Non-Compliance** - An employee's supervisor will be advised of any breaches of this policy and will be responsible, under the direction of the Administrator, for determining appropriate remedial action including employee reimbursement of costs in excess of monthly service plan. This may also include revocation of the privilege to use the Village cellular device, services being blocked, and other possible disciplinary action.

**EMPLOYEE DECLARATION:**

*I have read and understand the above Cellular Telephone Policy, and agree to adhere to the rules outlined therein.*

*I understand that all cellular telephone invoice details are subject to audit and to public records requests as allowed by the State of Wisconsin.*

\_\_\_\_\_  
Employee Name


\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Wireless Number

\_\_\_\_\_  
Date

\_\_\_\_\_  
Finance Director/Treasurer

*Please make a copy of the signoff page to keep for your records; originals will be kept with your personnel file.*

<b>POLICY ID: FIN-003</b>		<b>TITLE: Accounts Payable Policy</b>	
<input type="checkbox"/> ORIGINAL <input checked="" type="checkbox"/> REVISION <b>EFFECTIVE DATE Immediate</b>		<b>APPROVED BY VILLAGE BOARD:</b>  Village Clerk	<b>DATE:</b> 1/12/16
<b>APPLIES TO:</b>		<input checked="" type="checkbox"/> FLSA EXEMPT	<input checked="" type="checkbox"/> FLSA NON-EXEMPT
		<input checked="" type="checkbox"/> REPRESENTED EMPLOYEES	<input checked="" type="checkbox"/> Non-REPRESENTED EMPLOYEES
<i>This policy applies to all Village of Kronenwetter employees in the categories checked in this section. Provisions within individual personal contracts or a collective bargaining agreement may supersede certain parts of this policy.</i>			

**Purpose**

To establish guidelines for the payment and proper expense allocation of all Village of Kronenwetter accounts payables that will ensure proper internal controls.

**Scope**

This policy applies to all Village employees and other persons who have or are responsible for receiving payables due from the Village of Kronenwetter.

**Receipt of Vendor Invoices**

When a physical vendor invoice is received, it is to be placed in the mailbox of the Account Clerk. When a vendor invoice is received via email, it is to be forwarded to the mailbox of the Account Clerk.

The Account Clerk in conjunction with the Department Heads will determine the department in which the invoice will be applied and creates a payment voucher for the applicable department head for signature approval. The voucher will contain:

1. The Payee/Vendor name and address
2. A short description of the invoice
3. The expense account number the invoice will be charged against (If the account number is unknown by the Account Clerk, it will be left blank for the department head to complete) – Some invoices may have more than one expense account.
4. The total invoice amount

The department head will review the payment voucher and vendor invoice for accuracy. The department head will verify that all information is correct by signing the payment voucher. The payment voucher is attached to the front of the vendor invoice and placed in the mailbox of the Account Clerk.

In the case that a vendor invoice is delivered directly to a department head, the department head will review the invoice for accuracy and approve payment for the invoice by signing the front page of the invoice, indicating the total amount to be paid and writing down the applicable expense account. If the expense account is not known by the department head, the Account Clerk and/or the Treasurer will assist in determining the correct expense account. Upon receipt of the sign vendor invoice from the department head, the Account Clerk will create a payment voucher and process for payment.

In the case of an invoice for a recurring payment involving a contract that has been signed by the appropriate department head, the Account Clerk will process the invoice for payment pursuant to the direction of the signed contract.



## **Invoices Needing Additional Approval**

### **RDA**

All invoices that are to be allocated to TID expense accounts that are over \$1,000, and outside of ongoing debt and interest payments will be given to the Treasurer to be included on the upcoming RDA meeting agenda for payment approval. All contracts for services, as per Village policy FIN-004, for such things as legal, architectural, engineering, auditing, maintenance contracts and janitorial contracts will be presented to both the RDA and then to the Village Board for approval. The RDA will vote on the payment approval of each TID related invoice. When an invoice has been approved by the RDA, the RDA Chairperson will sign the invoice indicating payment approval. All invoices approved by the RDA will be delivered to the Account Clerk by the RDA Secretary to be processed for payment. A payment voucher is created by the Account Clerk to be attached to the signed vendor invoice.

### **Capital Operating Budget and Capital Project Borrowings**

All invoices that are to be allocated to the Capital Operating Budget and/or Capital Project Borrowings must be approved by the department head (if applicable) AND the Treasurer or Administrator.

### **Wire Transfer Payments**

All wire transfer payments will be initiated by the Treasurer. A payment voucher along with a wire transfer form will be created for each wire transfer. The wire transfer form must be signed by the Treasurer and either the Village Clerk or the Village Administrator. The payment voucher is to be signed by the Treasurer.

### **Check Processing**

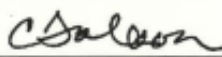
The Account Clerk will process all check payments. A check for payment will only be processed when the Account Clerk has all required back-up documentation for the payment. When a check is cut the following items are attached:

1. The signature approved payment voucher
2. The vendor invoice
3. The check stub

The above documentation is given to the Treasurer for review. The Treasurer will verify the following information:

1. The Payee/Vendor
2. The check amount
3. The check number
4. The expense account

The documentation is then filed in the Accounts Payable files. All Accounts Payable files will be retained by the Village for 7 years.

<b>POLICY ID: <i>FIN-004</i></b>		<b>TITLE: <i>Purchasing Policy</i></b>	
<input type="checkbox"/> ORIGINAL	<input checked="" type="checkbox"/> REVISION	<b>APPROVED BY VILLAGE BOARD:</b>	<b>DATE:</b>
<b>EFFECTIVE DATE Immediate</b>		 VILLAGE CLERK	<b>7/27/2021</b>
<b>APPLIES TO:</b>		<input checked="" type="checkbox"/> FLSA EXEMPT	<input checked="" type="checkbox"/> FLSA NON-EXEMPT
		<input checked="" type="checkbox"/> REPRESENTED EMPLOYEES	<input checked="" type="checkbox"/> Non-REPRESENTED EMPLOYEES
<i>This policy applies to all Village of Kronenwetter employees in the categories checked in this section. Provisions within individual personal contracts or a collective bargaining agreement may supersede certain parts of this policy.</i>			

## POLICY

The Village of Kronenwetter hereby adopts this Purchasing Policy to maintain uniform purchasing rules for all departments, assist staff with guidelines on everyday purchases and to ensure that purchases are completed in a transparent manner so that the public may be aware of any expenditure. It is hoped that with the adoption of this policy that purchases can be streamlined, purchases can follow a regular method and that those that are outside of the organization can easily track expenditures to conform with open and honest government standards.

This policy shall be applicable to contracts for the procurement of supplies, services, and construction, entered into by the Village of Kronenwetter after the effective date of this policy. The Village shall apply this policy to all expenditures of public funds by a public agent for public purchasing irrespective of the source of the funds.

When the procurement involves the expenditure of federal assistance or contract funds, the procurement shall be conducted in accordance with any mandatory applicable federal law and regulations.

The Village Administrator shall be charged with the enforcement of the rules that are set out by this policy. In the case where the position of the Village Administrator is vacant, the Village Treasurer will be charged with enforcement of this policy.

The following regulations and requirements to organization behavior are hereby adopted:

- It shall be the policy of the Village of Kronenwetter to attempt to first purchase any item as locally as possible from Wausau Chamber, Mosinee Chamber and Village of Kronenwetter businesses when financially feasible and competitive.
- In the case where there is a State of Wisconsin cooperative purchasing agreement in place, the prices from these products shall be compared to locally purchased items and evaluation of support for local businesses, and the local economy shall be weighed against the amount of money that is saved by utilizing a State of Wisconsin purchasing agreement.
- At no time shall any Village employee participate directly or indirectly in a procurement activity when the Village employee shall financially profit from the purchase activity, in cases of this nature, a purchase shall be recommended to an employee's supervisor with employees recommending to a department head, and a department head recommending the purchase to the Village Administrator. In the case where there exists a conflict of interest in the position of the Village Administrator, the Administrator shall disclose such conflict to the governing body and the purchase activity shall be approved prior to purchase by the governing body.

- While price should be one of the most important factors in purchasing, transportation, impact on the environment and previous village experience with products shall also be weighed in making purchasing decisions. Any item that is lower in price but is passed over for any of the other reasons enumerated herein shall have that deciding factor noted in Village records.

## PROCEDURE

### GENERAL INFORMATION

All professional contracted legal, architectural, engineering, auditing, financial advising, ambulance, informational technology and garbage services, except in the case of emergency purchases, must have review by the Administrative Policy Committee (APC) and prior approval of the Board, no matter the amount of the contract.

Line Item budgeted contracts for repairs and maintenance of existing equipment under the purchasing levels detailed below, such as repairs to existing information technology equipment, utility pumps, traffic signals, window cleaning, floor waxing, vehicle repairs and building maintenance shall require only approval of the Village Administrator. Contracts that include expenses that exceed \$10,000, unless emergency in nature, shall be reviewed by the Administrative Policy Committee, and shall be presented to the Village Board for approval prior to a contract being approved.

Purchases made by the Village of Kronenwetter are grouped under the following categories.

1. Purchases up to and equal to \$499.99. These purchases shall not require authorization of a department head before purchase but shall require the approval of the relevant department head, after the purchase is made.
2. Line Item budgeted purchases from \$500 up to an equal to \$2,500. These purchases shall require approval of the relevant department head prior to being purchased.
3. Line Item budgeted purchases over \$2,500 and up to \$10,000. These purchases shall require approval of the relevant department head and also the Village Administrator.
4. Purchases over \$10,000 and up to \$35,000. These purchases shall require approval of the relevant department head, Village Administrator, review by the Administrative Policy Committee and approval of the Village Board.
5. Purchases over \$35,000. These purchases shall require review by the Administrative Policy Committee and approval of the Village Board and shall follow the current applicable State of Wisconsin bidding procedure unless they are for services such as legal, engineering, architectural, etc.
6. Emergency Purchases

All payments shall be submitted to the Administrative Policy Committee and then onto to the Village Board for review at their respective regular meetings.

### EXCEEDING BUDGETED EXPENDITURE LINE ITEM TOTAL

It is the assumption of the purchasing policy that all requested expenditures has been provided for in the current budget. Purchases that will result in the expenditure line item exceeding the current budgeted amount require approval before the purchase is executed. The Department Head shall first notify the Village Administrator that the expenditure being requested will result in the expenditure line item budget overage and provide written documentation regarding the expenditure to the Administrator.

The Village Administrator will have the authority to approve expenditures that exceed the line item budget up to \$5,000 and if the total applicable department budget will NOT result in an overage. These expenditures shall be reported to the APC and the Village Board. These expenditures shall be collected on a report and reported on an annual basis.

Any expenditure request that will result in a line item budget overage greater than \$5,000 will need review and recommendation to the Village Board from the Administrative Policy Committee and Village Board approval. Also any expenditure that will result in an overage of any amount of the total applicable department budget will need review and recommendation to the Village Board from the Administrative Policy Committee and Village Board Approval. These changes to the Budget are considered budget amendments which require Village Board approval and proper notification to the public per State of Wisconsin statutes.

## **UNAUTHORIZED PURCHASE**

An unauthorized purchase will be considered a personal purchase and the individual who made the purchase may be personally liable for payment as well as subject to possible further disciplinary actions.

## **INVENTORY**

Please refer to the Village Inventory Policy for details.

## **CAPITAL ASSETS**

An item qualifies as a Capital Asset if it is over \$5,000 in value and has a life span of more than 3 years. Purchases of new capital items which are not replacing another capital item, shall require a recommendation of the APC and require approval of the Village Board. All Capital Asset items are also Inventory.

## **LINE ITEM BUDGETED PURCHASES UP TO AND EQUAL TO \$2,500**

These purchases can be handled in the most effective way deemed appropriate by the Department Head. Alternative price quotations are strongly encouraged but not mandatory. Periodic price quotations are acceptable for similar items purchased throughout the year even though individual orders are less than \$2,500 on budgeted items. (An example would be small automotive supplies.) Annual or semiannual price comparisons are to be made with purchases in between being made from the best source based on the most recent comparison.

## **LINE ITEM BUDGETED NON-ROUTINE PURCHASES OVER \$2,500 AND UP TO AND EQUAL TO \$34,999**

Non-Routine Purchases over \$2,500 and up to and equal to \$34,999 are required to have at least three (3) alternative price quotations in writing. Exceptions to the requirement can be made for sole source purchases, standardized equipment, standardized chemicals, or other similar circumstances. Items that are purchased periodically during the year can be purchased based upon annual price quotations. Such purchases must be submitted to the Village Administrator for approval in the form of a memo. Information to be included in the memo is as follows:

- Description of purchase
- Budget amount
- Recommended source and price
- If price is over budget, an explanation of and a budget transfer from where the additional funds will be obtained
- Alternate price quotations or explanation for not seeking them
- Explanation of recommendation if it is other than the lowest price

It should be noted that any purchases that exceed \$10,000 in nature will require approval by the Village Board in addition to the relevant Department Head and Village Administrator approval.

## **PURCHASES OVER \$35,000**

Require the following:

### Advertisement Information

Formal bids must be advertised in a local newspaper at least 10 business days before the bid opening. (Bid notices will also be available via the Village website.) The ad must include the date, time and location of the bid opening. The Village Administrator, in conjunction with the appropriate Department Head, will establish the time and date of the bid opening.

### Bidders List

Departments will prepare a list of qualified vendors to be contacted for the submission of bids. Particular care should be taken to include appropriate local vendors. Bid specifications or notice of availability of specifications will be (e-)mailed to all vendors on the bidder's list. The bid specifications will also be made available via the Village website.

### Written Specifications

Department Heads will prepare written specifications outlining the technical characteristics desired. These will be provided to all interested vendors. If appropriate, a pre-bid conference may be scheduled to assure adequate understanding of the specifications. All bidders must be notified in writing (use of e-mail is acceptable) of pre-bid conferences. Under no circumstances is staff to converse with any prospective bidder during the bidding process outside of the pre-bid conference. Should it become necessary to revise any portion of a bid specification, notice shall be promptly delivered to all prospective bidders through a bid addendum.

### Bid Opening and Recommendation

All competitively bid projects are to be sealed and opened by the respective Department Head and the Village Administrator. Following the bid opening, the Department Head will make a written recommendation to the Village Board through the Village Administrator. The written recommendation shall include:

- Description of purchase
- Budget amount
- Recommended source and price
- If price is over budget, an explanation why and a budget transfer from where the additional funds will be obtained
- Alternate price quotations or explanation for not seeking them
- Explanation of recommendation if it is other than the lowest price

If approved by the Department Head and Village Administrator or Designee, a Resolution, as drafted by the Village Administrator may be adopted by the Village Board authorizing the acceptance of such bid.

### Exceptions

Normally, services such as legal, engineering, architectural, etc., are exempt from the competitive bidding process. However, these types of services shall be purchased using the "Request for Proposals" (RFP) process. This is similar to a competitive bidding process but does not require some of the formality such as an advertisement. The focus of the analysis in an RFP is dependent upon the service needs. RFPs can be requested by the Village Board.

Other exceptions include sole source, need to standardize, etc. Such reasons should be appropriately detailed in the written recommendations to the Village Administrator. The Village may, in times of emergency waive the provision of this section.

These purchasing procedures are not to be used for Public Works type improvements where all or a portion of the costs are paid from assessments to the benefiting properties. Procedures established in Wisconsin Statutes 62.15, 62.29 shall apply.

## **EMERGENCY PURCHASES**

Emergency purchasing procedures should be used only when normal purchasing channels are not available.

Whenever feasible, emergency purchases are to be approved by the Village Administrator. If it is not feasible to follow the normal procedures, the Department Head shall request a signature from the Village Administrator after the completion of an emergency purchase. The Department head will indicate the Emergency Purchase on the voucher including justification of the emergency purchase and sign-off is required by the Village Administrator.

Emergency purchases may be made:

- When there is a need for immediate delivery of items
- To prevent delays in work or construction schedules
- When there is an immediate threat to public health or safety
- To meet emergencies rising from unforeseen causes

## **PETTY CASH FUND**

Petty cash disbursements of approximately \$50 (or less) may be paid from a petty cash fund which is maintained in the Treasurer's office. The Treasurer will log the transaction in the petty cash ledger. Petty cash funds may be obtained either prior to or after purchase, upon filing of the necessary documents. Receipts are necessary for all disbursements.

## **INTERNAL CONTROLS**

Advertisement for bids must be published for all purchases at or above \$35,000 (not to include professional services such as engineering/legal contracts).

- Appropriate documentation (supporting invoices) must be attached for all disbursements.
- Original bills, not copies, must be used for documentation.
- All invoices must have Department Head approval prior to drawing the check.
- Board approval must be obtained for all disbursements as presented at Village Board Meetings.
- Every effort should be made to avoid finance or late charges.
- Accounts Payable Department will mail out checks.
- Adequate security must be provided over unused checks.
- Checks must NOT be signed prior to being completely filled out.
- Numerically controlled, pre-numbered checks must be used.
- The Treasurer will review all processed checks before the checks are distributed.

<b>POLICY ID: <i>FIN-005</i></b>		<b>TITLE: <i>Investment Policy</i></b>	
<input type="checkbox"/> ORIGINAL	<input checked="" type="checkbox"/> REVISION	<b>APPROVED BY VILLAGE BOARD:</b> <i>[Signature]</i> Village Clerk	<b>DATE:</b> November 26, 2012
<b>EFFECTIVE DATE: <i>Immediate</i></b>			
<b>APPLIES TO:</b>		<input checked="" type="checkbox"/> FLSA EXEMPT	<input checked="" type="checkbox"/> FLSA NON-EXEMPT
		<input checked="" type="checkbox"/> REPRESENTED EMPLOYEES	<input checked="" type="checkbox"/> Non-REPRESENTED EMPLOYEES
<i>This policy applies to all Village of Kronenwetter employees in the categories checked in this section. Provisions within individual personal contracts or a collective bargaining agreement may supersede certain parts of this policy.</i>			

## PURPOSE

The purpose of this policy is to enhance opportunities for prudent and systematic investments which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the Village.

The investment practices of the Village of Kronenwetter are based on state law and prudent money management. All funds will be invested in accordance with this policy and Wisconsin Statute 66.0603. The investment of bond proceeds will be further restricted by the provisions of relevant bond documents.

## SCOPE

It is intended that this policy cover all funds and investment activities under the direction of the Village.

### I. General Objectives

The primary objectives, in priority order, of the Village's investment activities shall be:

- 1) **Safety:** Safety of principal is the foremost objective of the Village's investment program. Investments shall be undertaken in a manner that seeks to ensure preservation of capital in the portfolio. The objectives will be to mitigate credit risk and interest rate risk.
  - a) **Credit Risk** is the risk of loss due to the failure of the security issuer, financial institution or backer. Credit risk may be mitigated by:
    - Limiting investment to the safest type of securities;
    - Pre-qualifying the financial institutions, broker/dealer, intermediaries and advisors with which the Village will do business; and
    - Diversifying the investment portfolio so that potential losses on individual securities will be minimized.
  - b) **Interest Rate Risk** is the risk that the market value of securities in the portfolio will fall due to changes in general interest rates. Interest rate risk may be mitigated by:
    - Structuring the investment portfolio so that securities mature to meet cash requirements for ongoing operations thereby avoiding the need to sell securities on the open market prior to maturity; and
    - By investing operating funds primarily in shorter-term securities

- 2) Liquidity: The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated.
- 3) Yield: The Village's investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and Village's cash flow needs. Return on investment is of least importance compared to the safety and liquidity objectives described above.

## II. Standards of Care

- 1) Prudence: The standard prudence to be used by investment officials shall be the "prudent person" standard and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and this investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.
- 2) Ethics and Conflicts of Interest: Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions. Investment officials shall disclose any material interests in financial institutions with which they conduct business. They shall further disclose any personal financial/investment positions that could be related to the performance of the Village's investment portfolio, particularly with regard to the time of purchases and sales.
- 3) Delegation of Authority: Responsibility for the operation of the investment program is hereby delegated to the Finance Director/Treasurer under direction of the Administrator, who shall carry out established written procedures and internal controls for the operation of the investment program consistent with this investment policy. Procedures should include reference to: safekeeping, delivery vs. payment, investment accounting, wire transfer agreements, collateral/depository agreements and banking services contracts. No person may engage in an investment transaction except as provided under the terms of this policy, and the procedures established by the Finance Director/Treasurer. The Village Finance Director/Treasurer shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of assistants.

## III. Safekeeping and Custody

- 1) Authorized Financial Dealer and Institution: The Finance Director/Treasurer under direction of the Administrator will maintain a list of financial institutions authorized to provide investment services. In addition, a list will also be maintained of approved security broker/dealers selected by credit worthiness who are authorized to provide investment services in the State of Wisconsin. No public deposit shall be made except in a qualified public depository as established by state laws.

All financial institutions and broker/dealers who desire to become qualified bidders for investment transactions must supply the Village Finance Director/Treasurer with the following: audited financial statements, proof of Financial Industry Regulatory Authority certification, trading resolution, proof of state registration, certification of having read the Village's investment policy.



An annual review of the financial condition and registration of qualified bidders will be conducted by the Finance Director/Treasurer.

Current audited financial statements are required to be on file for each financial institution and broker/dealer in which the Village invests.

- 2) Internal Controls: The Village Finance Director/Treasurer under direction of the Administrator is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the Village are protected from loss, theft or misuse. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that (1) the cost of a control should not exceed the benefit likely to be derived; and (2) the valuation of costs and benefits require estimates and judgments by management.

Accordingly, the Village Finance Director/Treasurer shall provide the Administrative Policy Committee (or its successor committee) with a monthly report (to be presented at the monthly Administrative Policy Committee meeting) of investment activity. This report will be shared with the Village Board on a monthly basis. The report shall include:

- A summary of current investments including purchase/maturity date, financial institution and interest rate.
- Funds available for investment and anticipated investment of those funds.

The Administrative Policy Committee will be authorized to provide input to the Finance Director/Treasurer regarding all investment activities.

#### IV. Suitable and Authorized Investments

- 1) Investment Types: Consistent with Wisconsin State Statues, the following investments will be permitted by this policy
- Bonds or securities issued or guaranteed as to principal and interest by the federal government, or by a commission, board or other instrumentality of the federal government.
  - Governmental agency securities (EX Fannie Mae, Freddie Mac, Ginnie Mae)
  - Business checking accounts, Certificate of Deposits and, money market accounts in any financial institutions authorized to transact business in the State of Wisconsin, and approved in accordance with section III(1) of this policy.
  - Bonds or securities of any Single A or better rated (as rated by S&P or Moodys) county, city, drainage district, vocational, technical and adult education district, village, town or school district in the State of Wisconsin.
  - Any security which matures or which may be tendered for purchase at the option of the holder within not more than 7 years of the date on which it is acquired, if that security has a rating of AA- or higher by Standard & Poor's corporation, Moody's investors service or other similar nationally recognized rating agency or if that security is senior to, or on a parity with, a security of the same issuer which has such a rating.
  - State of Wisconsin's Local Government Investment Pool or other similar investment pools legally authorized to do business in the State of Wisconsin. These portfolios need to be monitored periodically.
  - Money market mutual funds regulated by the Securities and Exchange Commission, whose portfolios consist of U.S Treasury or Government Obligations and are managed according to the Village's investment objectives.
  - Securities of open-end management investment company (closed-end mutual fund) provided the investments are limited to Treasuries of Government Agencies, Bonds guaranteed as to

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This policy is not intended, and should not be construed, to limit or prevent an employee from exercising rights under the National Labor Relations Act. The Village of Kronenwetter retains the right to amend or change this policy at any time without prior notice.

the principal and interest by the Federal Government or Governmental Agency and Repurchase agreements collateralized by the above types of securities. Municipal securities issued by the State of Wisconsin in accordance with the issuers and type detailed in the statute.

- 2) Collateralization: Where allowed by state law, full collateralization will be required on all demand deposit accounts and non-negotiable certificates of deposit.

## V. Investment Parameters

- 1) Maximum Maturities: To protect public funds from market price losses resulting from rising interest rates, the Village will, to the extent possible, attempt to match its investments with anticipated cash flow requirements. The Village will not directly invest in securities maturing more than seven years from the date of purchase.
- 2) Diversification: The Village will diversify investments by security type, institution and terms of maturity to reduce portfolio risk.

On an annual basis, no later than the February Administrative Policy Committee meeting, the Village Finance Director/Treasurer shall prepare a schedule of cash flow requirements for the upcoming year based on the prior year's actual cash flows. This schedule will show receipts, disbursements, and ending (available) cash balances for each fund. That schedule shall be adjusted for any extraordinary items such as debt proceeds, new debt payments, capital outlay purchases which are not an annual occurrence.

The Village Finance Director/Treasurer shall monitor the Village's cash flow requirements on a monthly basis to assure funds are readily available to meet the short term operational cash needs and shall make adjustments to investments accordingly.

## VI. Approval of Investment Policy

The investment policy is formerly approved and adopted by the Village of Kronenwetter Board on November 26, 2012 and is to be reviewed annually by the Administrative Policy Committee.

<b>POLICY ID: <i>FIN-006</i></b>		<b>TITLE: <i>Disposal of Surplus Public Property</i></b>	
<input type="checkbox"/> ORIGINAL <input checked="" type="checkbox"/> REVISION  <b>EFFECTIVE DATE:</b> Version 1: 03/26/2012 Version 2: 02/26/2019		<b>APPROVED BY VILLAGE BOARD:</b>  <i>Cecilia Jalvarez</i> Village Clerk	<b>DATE:</b>  <i>2/26/19</i>
<b>APPLIES TO:</b>		<input checked="" type="checkbox"/> FLSA EXEMPT	<input checked="" type="checkbox"/> FLSA NON-EXEMPT
		<input checked="" type="checkbox"/> REPRESENTED EMPLOYEES	<input checked="" type="checkbox"/> Non-REPRESENTED EMPLOYEES
<i>This policy applies to all Village of Kronenwetter employees in the categories checked in this section. Provisions within individual personal contracts or a collective bargaining agreement may supersede certain parts of this policy.</i>			

**Purpose** - It is in the best interest of the Village to control the method for disposal of the materials and property of the Village that are deemed to be no longer suitable or useful to the Village. This policy is being put in place to allow for their removal from the Fixed Asset registry and to ensure that any funds that are acquired through the disposal of the property can be properly accounted for within the accounting system.

**Procedure** - The procedure for disposal of surplus property shall be as follows:

1. When equipment is found to be no longer suitable or useful to the Village, the prevailing department head shall be notified. The department head will then send a list of these items to the Village clerk, the estimated value of the item, and the reason for their disposal.
2. The Village Clerk or his or her designee shall then place in resolution form the items to be disposed of and shall place the resolution on the agenda of the Village Board for action.
3. Once the Village Board has taken action to dispose of the items in question the prevailing department head shall then take one of the following actions:
  - a. In the case where the item still retains some value, the item shall be placed on a publicly available auction and the item shall be sold to the highest responsible bidder.
  - b. In the case where the items are in poor working order or damaged beyond repair they will be disposed of by recycling companies or waste management.
  - c. Items may also be donated or sold directly to other local government entities if approved by the Village Board.
  - d. Items that have a value of less than \$50, shall be disposed of by the Village Administrator after disposal is approved by the Village Board.
4. Monies from the sale of surplus property, including sales to individuals, recycling or waste management companies, will be turned into the Village Treasurer and be recorded as a miscellaneous income for the prevailing department.

POLICY ID: <i>FIN-007</i>		TITLE: <i>Post-Issuance Compliance Policy for Tax-Exempt and Tax-Advantaged Obligations and Continuing Disclosure</i>	
<input checked="" type="checkbox"/> ORIGINAL <input type="checkbox"/> REVISION EFFECTIVE DATE: April 22, 2014		APPROVED BY VILLAGE BOARD: <i>C. J. [Signature] Village Clerk</i>	DATE: April 22, 2014
APPLIES TO:		<input checked="" type="checkbox"/> FLSA EXEMPT <input type="checkbox"/> FLSA NON-EXEMPT <input type="checkbox"/> REPRESENTED EMPLOYEES <input type="checkbox"/> Non-REPRESENTED EMPLOYEES	
<p><i>This policy applies to all Village of Kronenwetter employees in the categories checked in this section. Provisions within individual personal contracts or a collective bargaining agreement may supersede certain parts of this policy.</i></p>			
<b>Statement of Purpose</b>			
<p>This Post-Issuance Compliance Policy (the "Policy") sets forth specific policies of the Village of Kronenwetter, Wisconsin (the "Issuer") designed to monitor post-issuance compliance:</p>			
<ul style="list-style-type: none"> <li>(i) with applicable provisions of the Internal Revenue Code of 1986, as amended (the "Code"), and regulations promulgated thereunder ("Treasury Regulations") for obligations issued by the Issuer on tax-exempt or tax-advantaged basis ("Obligations"); and</li> <li>(ii) with applicable requirements set forth in certificates and agreement(s) ("Continuing Disclosure Agreements") providing for ongoing disclosure in connection with the offering of obligations to investors ("Offerings"), for obligations (whether or not tax-exempt / tax-advantaged) subject to the continuing disclosure requirements of Rule 15c2-12(b)(5) (the "Rule") promulgated by the Securities and Exchange Commission ("SEC") under the Securities Exchange Act of 1934.</li> </ul>			
<p>This Policy documents practices and describes various procedures and systems designed to identify on a timely basis facts relevant to demonstrating compliance with the requirements that must be satisfied subsequent to the issuance of Obligations in order that the interest on such Obligations continue to be eligible to be excluded from gross income for federal income tax purposes or that the Obligations continue to receive tax-advantaged treatment. The federal tax law requirements applicable to each particular issue of Obligations will be detailed in the arbitrage or tax certificate prepared by bond counsel and signed by officials of the Issuer and the post-closing compliance checklist provided by bond counsel with respect to that issue. This Policy establishes a permanent, ongoing structure of practices and procedures that will facilitate compliance with the requirements for individual borrowings.</p>			
<p>This Policy similarly documents practices and describes various procedures and systems designed to ensure compliance with Continuing Disclosure Agreements, by preparing and disseminating related reports and information and reporting "material events" for the benefit of the holders of the Issuer's obligations and to assist the Participating Underwriters (within the meaning of the Rule) in complying with the Rule.</p>			
<p>The Issuer recognizes that compliance with pertinent law is an on-going process, necessary during the entire term of the obligations, and is an integral component of the Issuer's debt management. Accordingly, the analysis of those facts and implementation of the Policy will require on-going monitoring and consultation with bond counsel and the Issuer's accountants and advisors.</p>			

## General Policies and Procedures

The following policies relate to procedures and systems for monitoring post-issuance compliance generally.

- A. The Finance Director-Treasurer (the "Compliance Officer") shall be responsible for monitoring post-issuance compliance issues. For utility issues, the Compliance Officer will coordinate with the Utility's department with respect to monitoring post-issuance compliance.
- B. The Compliance Officer will coordinate procedures for record retention and review of such records.
- C. All documents and other records relating to Obligations issued by the Issuer shall be maintained by or at the direction of the Compliance Officer. In maintaining such documents and records, the Compliance Officer will comply with applicable Internal Revenue Service ("IRS") requirements, such as those contained in Revenue Procedure 97-22.
- D. The Compliance Officer shall be aware of options for voluntary corrections for failure to comply with post-issuance compliance requirements (such as remedial actions under Section 1.141-12 of the Regulations and the Treasury's Tax-Exempt Bonds Voluntary Closing Agreement Program) and take such corrective action when necessary and appropriate.
- E. The Compliance Officer will review post-issuance compliance procedures and systems on a periodic basis, but not less than annually.

## Issuance of Obligations - Documents and Records

With respect to each issue of Obligations, the Compliance Officer will:

- A. Obtain and store a closing binder and/or CD or other electronic copy of the relevant and customary transaction documents (the "Transcript").
- B. Confirm that bond counsel has filed the applicable information report (e.g., Form 8038, Form 8038-G, Form 8038-CP) for such issue with the IRS on a timely basis.
- C. Coordinate receipt and retention of relevant books and records with respect to the investment and expenditure of the proceeds of such Obligations with other applicable staff members of the Issuer.

## Arbitrage

The following policies relate to the monitoring and calculating of arbitrage and compliance with specific arbitrage rules and regulations.

The Compliance Officer will:

- A. Confirm that a certification of the initial offering prices of the Obligations with such supporting data, if any, required by bond counsel, is included in the Transcript.
- B. Confirm that a computation of the yield on such issue from the Issuer's financial advisor or bond counsel (or an outside arbitrage rebate specialist) is contained in the Transcript.
- C. Maintain a system for tracking investment earnings on the proceeds of the Obligations.

- D. Coordinate the tracking of expenditures, including the expenditure of any investment earnings. If the project(s) to be financed with the proceeds of the Obligations will be funded with multiple sources of funds, confirm that the Issuer has adopted an accounting methodology that maintains each source of financing separately and monitors the actual expenditure of proceeds of the Obligations.
- E. Maintain a procedure for the allocation of proceeds of the issue and investment earnings to expenditures, including the reimbursement of pre-issuance expenditures. This procedure shall include an examination of the expenditures made with proceeds of the Obligations within 18 months after each project financed by the Obligations is placed in service and, if necessary, a reallocation of expenditures in accordance with Section 1.148-6(d) of the Treasury Regulations.
- F. Monitor compliance with the applicable "temporary period" (as defined in the Code and Treasury Regulations) exceptions for the expenditure of proceeds of the issue, and provide for yield restriction on the investment of such proceeds if such exceptions are not satisfied.
- G. Ensure that investments acquired with proceeds of such issue are purchased at fair market value. In determining whether an investment is purchased at fair market value, any applicable Treasury Regulation safe harbor may be used.
- H. Avoid formal or informal creation of funds reasonably expected to be used to pay debt service on such issue without determining in advance whether such funds must be invested at a restricted yield.
- I. Consult with bond counsel prior to engaging in any post-issuance credit enhancement transactions or investments in guaranteed investment contracts.
- J. Identify situations in which compliance with applicable yield restrictions depends upon later investments and monitor implementation of any such restrictions.
- K. Monitor compliance with six-month, 18-month or 2-year spending exceptions to the rebate requirement, as applicable.
- L. Procure a timely computation of any rebate liability and, if rebate is due, to file a Form 8038-T and to arrange for payment of such rebate liability.
- M. Arrange for timely computation and payment of "yield reduction payments" (as such term is defined in the Code and Treasury Regulations), if applicable.

#### **Private Activity Concerns**

The following polices relate to the monitoring and tracking of private uses and private payments with respect to facilities financed with the Obligations.

The Compliance Officer will:

- A. Maintain records determining and tracking facilities financed with specific Obligations and the amount of proceeds spent on each facility.
- B. Maintain records, which should be consistent with those used for arbitrage purposes, to allocate the proceeds of an issue and investment earnings to expenditures, including the reimbursement of pre-

issuance expenditures.

- C. Maintain records allocating to a project financed with Obligations any funds from other sources that will be used for otherwise non-qualifying costs.
- D. Monitor the expenditure of proceeds of an issue and investment earnings for qualifying costs.
- E. Monitor private use of financed facilities to ensure compliance with applicable limitations on such use. Examples of potential private use include:
  - 1. Sale of the facilities, including sale of capacity rights;
  - 2. Lease or sub-lease of the facilities (including leases, easements or use arrangements for areas outside the four walls, e.g., hosting of cell phone towers) or leasehold improvement contracts;
  - 3. Management contracts (in which the Issuer authorizes a third party to operate a facility, e.g., cafeteria) and research contracts;
  - 4. Preference arrangements (in which the Issuer permits a third party preference, such as parking in a public parking lot);
  - 5. Joint-ventures, limited liability companies or partnership arrangements;
  - 6. Output contracts or other contracts for use of utility facilities (including contracts with large utility users);
  - 7. Development agreements which provide for guaranteed payments or property values from a developer;
  - 8. Grants or loans made to private entities, including special assessment agreements; and
  - 9. Naming rights arrangements.

Monitoring of private use should include the following:

- 1. Procedures to review the amount of existing private use on a periodic basis; and
- 2. Procedures for identifying in advance any new sale, lease or license, management contract, sponsored research arrangement, output or utility contract, development agreement or other arrangement involving private use of financed facilities and for obtaining copies of any sale agreement, lease, license, management contract, research arrangement or other arrangement for review by bond counsel.

If the Compliance Officer identifies private use of facilities financed with tax-exempt or tax-advantaged debt, the Compliance Officer will consult with the Issuer's bond counsel to determine whether private use will adversely affect the tax status of the issue and if so, what remedial action is appropriate. The Compliance Officer should retain all documents related to any of the above potential private uses.

### **Qualified Tax-Exempt Obligations**

If the Issuer issues "qualified tax-exempt obligations" in any year, the Compliance Officer shall monitor all tax-exempt financings (including lease purchase arrangements and other similar financing arrangements and conduit financings on behalf of 501(c)(3) organizations) to assure that the \$10,000,000 "small issuer" limit is not exceeded.

### **Federal Subsidy Payments**

The Compliance Officer shall be responsible for the calculation of the amount of any federal subsidy payments and the timely preparation and submission of the applicable tax form and application for federal subsidy payments for tax-advantaged obligations such as Build America Bonds, New Clean Renewable Energy Bonds and Qualified School Construction Bonds.

### **Reissuance**

The following policies relate to compliance with rules and regulations regarding the reissuance of Obligations for federal law purposes.

The Compliance Officer will identify and consult with bond counsel regarding any post-issuance change to any terms of an issue of Obligations which could potentially be treated as a reissuance for federal tax purposes.

### **Record Retention**

The following policies relate to retention of records relating to the Obligations issued.

The Compliance Officer will:

- A. Coordinate with staff regarding the records to be maintained by the Issuer to establish and ensure that an issue remains in compliance with applicable federal tax requirements for the life of such issue.
- B. Coordinate with staff to comply with provisions imposing specific recordkeeping requirements and cause compliance with such provisions, where applicable.
- C. Coordinate with staff to generally maintain the following:
  1. The Transcript relating to the transaction (including any arbitrage or other tax certificate and the bond counsel opinion);
  2. Documentation evidencing expenditure of proceeds of the issue;
  3. Documentation regarding the types of facilities financed with the proceeds of an issue, including, but not limited to, whether such facilities are land, buildings or equipment, economic life calculations and information regarding depreciation.
  4. Documentation evidencing use of financed property by public and private entities (e.g., copies of leases, management contracts, utility user agreements, developer agreements and research agreements);
  5. Documentation evidencing all sources of payment or security for the issue; and
  6. Documentation pertaining to any investment of proceeds of the issue (including the



purchase and sale of securities, SLGs subscriptions, yield calculations for each class of investments, actual investment income received by the investment of proceeds, guaranteed investment contracts, and rebate calculations).

- D. Coordinate the retention of all records in a manner that ensures their complete access to the IRS.
- E. Keep all material records for so long as the issue is outstanding (including any refunding), plus seven years.

### Continuing Disclosure

Under the provisions of SEC Rule 15c2-12 (the "Rule"), Participating Underwriters (as defined in the Rule) are required to determine that issuers (such as the Issuer) have entered into written Continuing Disclosure Agreements to make ongoing disclosure in connection with Offerings subject to the Rule. Unless the Issuer is exempt from compliance with the Rule or the continuing disclosure provisions of the Rule as a result of certain permitted exemptions, the Transcript for each issue of related obligations will include a Continuing Disclosure Agreement executed by the Issuer.

In order to monitor compliance by the Issuer with its Continuing Disclosure Agreements, the Compliance Officer will, if and as required by such Continuing Disclosure Agreements:

- A. Assist in the preparation or review of annual reports ("Annual Reports") in the form required by the related Continuing Disclosure Agreements.
- B. Maintain a calendar, with appropriate reminder notifications, listing the filing due dates relating to dissemination of Annual Reports, which annual due date is generally expressed as a date within a certain number of days (e.g., 180 days) following the end of the Issuer's fiscal year (the "Annual Report Due Date"), as provided in the related Continuing Disclosure Agreements.
- C. Ensure timely dissemination of the Annual Report by the Annual Report Due Date, in the format and manner provided in the related Continuing Disclosure Agreements, which may include transmitting such filing to the Municipal Securities Rulemaking Board ("MSRB") through the Electronic Municipal Market Access ("EMMA") System at [www.emma.msrb.org](http://www.emma.msrb.org) in the format prescribed by the MSRB.
- D. Monitor the occurrence of any "Material Event" (as defined in the Continuing Disclosure Agreements) and timely file notice of the occurrence of any such Material Event in the manner provided under the Continuing Disclosure Agreements. To be timely filed, such notice must be transmitted within 10 days (or such other time period as set forth in the Continuing Disclosure Agreements) of the occurrence of such Material Event.
- E. Ensure timely dissemination of notice of any failure to perform under a Continuing Disclosure Agreement, if and as required by the Continuing Disclosure Agreement.
- F. Respond to requests, or ensure that the Issuer Contact (as defined in the Continuing Disclosure Agreement) responds to requests, for information under the Rule, as provided in the Continuing Disclosure Agreements.
- G. Monitor the performance of any dissemination agent(s) engaged by the Issuer to assist in the performance of any obligation under the Continuing Disclosure Agreements.

### **Conduit Bond Financings**

In conduit bond financings, such as industrial revenue bonds or Midwestern Disaster Area Bonds, the Issuer is not in a position to directly monitor compliance with arbitrage requirements and qualified use requirements because information concerning and control of those activities lies with the private borrower. The Issuer's policy in connection with conduit financings is to require that the bond documents in such financings impose on the borrower (and trustee or other applicable party) responsibility to monitor compliance with qualified use rules and arbitrage and other federal tax requirements and to take necessary action if remediation of nonqualified bonds is required.

POLICY ID: <i>FIN-008</i>		TITLE: <i>Disposition of Credit Card Reward Points and Other Vendor Incentives</i>	
<input checked="" type="checkbox"/> ORIGINAL <input type="checkbox"/> REVISION	APPROVED BY VILLAGE BOARD:		DATE:
EFFECTIVE DATE: <i>Immediate</i>	<i>C. Alexander, Village Clerk</i>		<i>May 27, 2014</i>
APPLIES TO:	<input checked="" type="checkbox"/> FLSA EXEMPT	<input checked="" type="checkbox"/> FLSA NON-EXEMPT	
	<input checked="" type="checkbox"/> REPRESENTED EMPLOYEES	<input checked="" type="checkbox"/> Non-REPRESENTED EMPLOYEES	
<i>This policy applies to all Village of Kronenwetter employees in the categories checked in this section. Provisions within individual personal contracts or a collective bargaining agreement may supersede certain parts of this policy.</i>			

### Purpose

To better manage the benefits provided by the Village's credit card cash rewards policy, and other minor vendor rewarded items, this policy is hereby adopted. It shall cover the current and any future credit card cash or reward policies offered by a credit card company that issues a credit card in the Villages name to any employee as part of their employment. As some rewards are only available for a limited time, or expire after a certain time has occurred, this policy is also to ensure that usable assets are not forfeited due to lack of action on the part of the Village staff. This policy shall also cover items that are presented to the Village as part of a purchase as a reward, such as when an item of value is provided to the Village because the Village fulfilled a redemption or reward program threshold.

### Procedure

Specifically the Village will do the following:

- The Village Treasurer will from time to time review the accumulated reward points that are associated with all of the Village credit cards, noting point levels and dates of when the points expire.
- Prior to points expiring on any credit card, the Village Treasurer will inform the Village Administrator that he/she wishes to cash in the accumulated points on the Village's credit card, informing the Administrator of the amount of points that he/she wishes to cash in and for the item that is being purchased with accumulated points.
- The first preference for any items purchased with accumulated points shall be cash or cash equivalents, such as a gift card with a company that the Village currently does business, such as an office supply store for example.
- If the Village Treasurer receives cash or a cash equivalent gift card, the Village Treasurer will receive this as a miscellaneous income of the Village, and utilize the cash equivalent gift card to offset the various bills of the Village.
- If the Village Treasurer can only receive a non-cash equivalent item, then the Village Treasurer at the next regular meeting of the Administrative Policy Committee (APC), will randomly draw a name from all of the full and part-time employees, excluding elected officials, and award that employee the item at his or her earliest convenience.
- For items that are presented to the Village as part of a vendor redemption program, such as when an item is awarded for purchasing so much in office supplies, those items will also be presented to the Village Treasurer for disposal the same way as described in the preceding paragraph.

<b>POLICY ID:</b> <i>FIN-009</i>		<b>TITLE:</b> <i>Capital Projects Fund Policy</i>	
<input checked="" type="checkbox"/> ORIGINAL <input type="checkbox"/> REVISION	<b>APPROVED BY VILLAGE BOARD:</b> <i>Charles J. ... Village Clerk</i>		<b>DATE:</b> June 24, 2014
<b>EFFECTIVE DATE:</b> Immediate			
<b>APPLIES TO:</b>	<input checked="" type="checkbox"/> FLSA EXEMPT	<input checked="" type="checkbox"/> FLSA NON-EXEMPT	
	<input checked="" type="checkbox"/> REPRESENTED EMPLOYEES	<input checked="" type="checkbox"/> Non-REPRESENTED EMPLOYEES	
<i>This policy applies to all Village of Kronenwetter employees in the categories checked in this section. Provisions within individual personal contracts or a collective bargaining agreement may supersede certain parts of this policy.</i>			

**PURPOSE**

The purpose of the policy is to ensure that all users (public, village board, staff, creditors) of the village's budget documents and financial statements can easily discern major governmental capital project expenditures from general fund operating expenditures.

**POLICY OBJECTIVES**

The objectives of the capital projects fund policy are:

- To establish a capital projects fund for the budgeting and financing of major governmental capital projects and acquisitions.
- To provide guidelines on the definition of a major governmental capital project or acquisition.
- To establish funding mechanisms and a fund balance policy for the fund.

**BACKGROUND/NEED FOR FUND**

Major capital projects and equipment acquisitions budgeted in the general fund can distort comparisons of operating expenditures from year to year as well as distort comparisons of operating expenditures with peer municipalities. It can also make it difficult for rating agencies (and others) to determine if general fund deficits are due to regular operating expenditures, such as salaries and benefits, or if the deficits are due to a strategic spend down of general fund balance for capital projects/equipment.

**ESTABLISHMENT**

A capital projects fund is hereby established for major governmental capital expenditures.

**ITEMS TO BE BUDGETED IN THE FUND**

All capital items which meet the following criteria should be budgeted in the capital projects fund:

1. Are governmental in nature.
  - a. Public safety
  - b. Public infrastructure
  - c. Recreational

This policy is not intended, and should not be construed, to limit or prevent an employee from exercising rights under the National Labor Relations Act. The Village of Kronenwetter retains the right to amend or change this policy at any time without prior notice.

- d. General government
  - e. Public works
  - f. Etc.
2. Are non-routine (excepting road construction, improvements, etc.).
  3. Exceed \$65,000.

Example items include: Fire trucks, dump trucks, salt sheds, and recreational infrastructure.

#### **ITEMS THAT WILL NOT BE BUDGETED IN THE FUND**

All sewer and water capital assets purchased shall be capitalized in the water and sewer funds.

All tax increment capital expenditures shall be recorded in the associated tax increment funds.

Capital projects requiring a segregated capital projects fund for legal or financial management purposes should be budgeted in a stand-a-lone capital projects fund.

Projects being financed with special revenue funds should be budgeted in the associated special revenue funds.

Debt service shall be budgeted in the debt service fund.

#### **REVENUE SOURCES**

Sources of revenues for the fund include:

1. Transfers from the general fund or other governmental fund.
2. Transfers from the equipment replacement fund.
3. Direct property tax levy.
4. State shared revenues.
5. Other general revenues.

All revenues dedicated to the capital projects fund require prior board approval via the normal budget/budget amendment process. Unexpected revenues should be deposited in the general fund (or other appropriate fund) and then transferred to the capital projects fund after village board approval.

#### **FUND BALANCE POLICY**

It is not expected that the capital projects fund would carry a fund balance beyond the life of the project or acquisition. Unexpended fund balance at the end of the project life should be transferred back to the general fund (or other appropriate fund). The capital projects fund fundamentally differs from the equipment replacement fund in that the capital projects fund is not intended to carry a reserve balance. The capital projects fund is only intended to account for capital expenditures.

# APPENDIX TWO

## REIMBURSEMENT PAY SCHEDULE

**7.0** Listed below are all of the reimbursements that the Village will make for employees for various costs relating to employment.

REIMBURSEMENT	AMOUNT	POLICY REFERENCE
Regular full-time public works safety related and winter clothing reimbursement	\$150/year	Employee Handbook 3.22
Regular full-time office employee uniform reimbursement	\$35/year	Employee Handbook 3.22
Frequent User-Cellular Phone	\$40/month	Policy FIN-002
Occasional User-Cellular Phone	\$20/month	Policy FIN-002

# APPENDIX THREE

## HEALTH INSURANCE LIST OF COVERAGES

**8.0** The Village offers a number of different insurance coverages for full-time employees and their dependents. Each year the Village is provided with revised costs for the various levels of coverage. Employees with questions on what coverage is available to them should either speak to their supervisor or contact the Village Clerk's office at 715-693-4200.

COVERAGE	COST TO EMPLOYEE- % OF TOTAL PREMIUM	COST TO THE VILLAGE- % OF TOTAL PREMIUM
Central States Combined Insurance Coverage-Offered Only to Full-time Teamster members and includes Health, Dental, Life, Vision and Short-term disability	10%	90%
WEA Trust Health Insurance-Offered only to non-Teamster full-time employees	10%	90%
United Health Care Dental Coverage-Offered only to non-Teamster full-time employees	0%	100%
The Hartford Life Insurance - Offered only to non-Teamster full-time employees Police Officers-\$80,000 of coverage General Government-\$40,0000 of coverage	0%	100%
Superior Vision Coverage-Offered to any employee	100%	0%

**Last updated: 06/10/2020**

# APPENDIX FOUR

## FORMS

### 9.0

FORM	POLICY REFERENCE	PAGE #
Request for Vacation Time Pay Out	3.7	110
Unused Sick Leave Designee Appointment	3.20.02	111
Employee Acknowledgment Form	N/A	112





## Village of Kronenwetter Vacation Time Pay Out Request Form

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_

Department: \_\_\_\_\_ Position: \_\_\_\_\_

Date of Hire: \_\_\_\_\_

Hours of Vacation Time Requesting for Payout: \_\_\_\_\_

Payout Amount: \_\_\_\_\_

I have read and understand the Village's vacation time pay out policy on in Section 3.7 of the Employee Handout.

Signature of Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Scanned copies to be sent to the Village Clerk for filing in personnel file of employee.



## Village of Kronenwetter Unused Sick Leave Designee Appointment

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_

Department: \_\_\_\_\_ Position: \_\_\_\_\_

Date of Hire: \_\_\_\_\_

In the event of termination due to the death of the employee, the payment of unused accumulated sick leave shall be made to the employee's designee.

Designated Individual's Name: \_\_\_\_\_

Designated Individual's Address: \_\_\_\_\_

\_\_\_\_\_

I have read and understand the Village's *Earned Unused Sick Leave Policy* on in Section 3.20.2 of the Employee Handout.

Signature of Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Scanned copies to be sent to the Village Clerk for filing in personnel file of employee.



# Employee Acknowledgement Form

I understand that this Employee Handbook contains important information about employment with the Village of Kronenwetter and that I should consult the Village Administrator regarding any questions not answered in this handbook.

I understand that the copy of the handbook I receive as noted on the date below supersedes all other Employee Handbooks or undocumented employment policies and practices that may have been in use prior to this edition. Since provisions of this handbook are subject to change, I further understand that revisions to it may supersede or eliminate one or more existing policies and/or benefits and that all such changes will be communicated through official notices. I also recognize that an existing labor agreement shall supersede some of the provisions stated within this Employee Handbook.

***My employment relationship with the Village of Kronenwetter is entered into voluntarily. I may terminate my employment at any time, and the Village of Kronenwetter retains the same right to terminate my employment when such action is believed to be appropriate.*** An applicable labor agreement may supersede this provision.

I acknowledge that this handbook is neither a contract of employment nor a legal document. I have received, read, and understand the policies contained in this handbook and will read any revisions made to it in the future.

I understand the Village reserves the right to access, monitor, and retrieve emails, voicemails, computer files, internet records, and other information contained on or within Village-owned computer systems or personal electronic devices used for Village business at any time at the Village's sole discretion.

Should my employment with the Village of Kronenwetter end, I will return any and all property of the Village of Kronenwetter in my possession to my Department Head no later than my last day of work.

**Employee's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Employee's Name (printed)** \_\_\_\_\_

**Supervisor's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# REVISIONS RECORD

## ADOPTED MARCH 1, 2012

- **REVISION 1-**
  - Village Board approved May 26, 2015-Numerous sections revised.
  
- **REVISION 2-**
  - Village Board approved November 24, 2015-Section 5.8 & 5.9 Revised, adding in language to allow for two people that are related to supervise one another, but the time sheet to be signed by the Village Administrator instead of the supervisor.
  
- **REVISION 3-**
  - Village Board Approved February 13, 2018-Section 4.83 Revised changing time from 8:01pm to 3:01pm.
  
- **REVISION 4-**
  - Village Board approved September 25, 2018-Revision to HR-005 Employee Evaluation policy
  - Village Board approved November 26, 2019-Revision to section 3.20.2 Earned Unused Sick Leave
  - Appendix 6.0- Updated-HR-004 new edition approved-11/24/15
    - Updated-HR-005 new edition approved 09/25/18
    - Updated-HR-006 new policy adopted-01/10/15
    - Updated HR-007 new edition approved 01/12/16
    - Updated FIN-001 new edition approved 07/23/13
    - Updated FIN-002 new edition approved 01/12/17
    - Updated FIN-003 policy added to list
    - Updated FIN-004 new edition approved 03/25/14
    - Updated FIN-005 policy added to list
  - Removed 8.0 Appendix Three-Ethics Code-Ordinance removed by the Village Board 05/26/20
  
- **REVISION 5 -**
  - Village Board approved December 27, 2022 - Revision to HR-012 Health Savings Account

MEETING DATE: 02/13/2023	<b>REPORT TO VILLAGE BOARD</b>		AGENDA ITEM # 8.5
PRESENTING COMMITTEE:	COMMITTEE CONTACT:	STAFF CONTACT Duane Gau, Interim Administrator	PREPARED BY: . Duane Gau, Interim Administrator
<b>ISSUE:</b> Solicit Attorneys for General Legal Counsel			
<b>PROPOSAL:</b> Wolfgram, Gamoke & Hutchinson, S.C. has elected to not renew their general legal counsel for the VOK. President Voll is recommend that the Village Board authorize staff to solicit attorneys for general legal counsel service.			
<b>ADVANTAGES:</b> Having legal counsel represent the VOK board and staff as needed.			
<b>DISADVANTAGES:</b> N/A			
<b>ITEMIZE ALL ANTICIPATED COSTS (Direct or Indirect, Start-Up/One-Time, Capital, Ongoing &amp; Annual, Debt Service, etc.)</b> N/A			
<b>RECOMMENDED ACTION:</b> Motion to Authorization staff to solicit attorneys for general legal counsel service			
<b>OTHER OPTIONS CONSIDERED:</b> N/A			
<b>TIMING REQUIREMENTS/CONSTRAINTS:</b> ASAP			
<b>FUNDING SOURCE(s) – Must include Account Number/Description/Budgeted Amt CFY/% Used CFY/\$ Remaining CFY</b> 100-00-51300-302-000    Legal Fees-General - \$25,000.00 - .3% used - Remaining - \$24,914.00			
<b>ATTACHMENTS (describe briefly):</b>			

<b>MEETING DATE:</b> 2-13-2023	<h1>REPORT TO VILLAGE BOARD</h1>		<b>AGENDA ITEM #</b> 8.6
<b>PRESENTING COMMITTEE:</b> Village Board	<b>COMMITTEE CONTACT:</b> Chris Voll	<b>STAFF CONTACT:</b> Dan Hekrdle, Director of Public Works/Utility Manager, Peter Wegner, Community Development/Planning and Zoning Director	<b>PREPARED BY:</b> Dan Hekrdle, Director of Public Works/Utility Manager, Peter Wegner,
<b>ISSUES:</b> Future Village waste land site			
<b>OBJECTIVES:</b> Research land sites for a future Village waste yard site.			
<b>ISSUE BACKGROUND/PREVIOUS ACTIONS:</b> <p><i>Discussed future sites with staff. Attached is the Artificial Wetland Exemption Determination from November 10, 2020. Per letter and map areas in blue are exempt from state wetland regulations. Note: strike <del>not</del> key in Blue. Attached Lease Agreement for area on property to the north. Staff recommends utilizing the 2.55-acre area near entrance at this time.</i></p> <p><i>Update: 2/6/2023 CLIPP Meeting</i></p> <p><i>Plan #1 working with the locations for future yard waste site. I have identified the land next to Public works (see attachments) to work with the DNR (due to some wetland) to make this site for our public works to utilize for much needed clean fill dump site &amp; storage of other materials to store. This would be very beneficial to our PW crew because of the fact we are trying to find areas for our waste spoils (clean fill dumping) we have an area right next to PW facility that would last us for many years. In our Plans (with Brad Jacobsen-PW lead), we are looking in removing one of the two structures there on this site. The PW crew would be able to demolition this older structure.</i></p> <p><i>Plan #2: I have received information from the past DPW, to develop more land site availability at our existing land waste site on Martin Road. (see attachment) We would be looking at excavating land on the other side of the wet land, this area would take on any future yard waste received from the residents of Kronenwetter.</i></p>			
<b>PROPOSAL:</b> Make a Motion to approve Plan #1 approve developing land (2.55-acre area) for yard waste site off Martin Road and non-renewal of Lease for 2024. Plan #2 Approve developing (with DNR approval) the parcel/land owned by the village next to the Pw facility for future DPW clean fill dump site.			
<b>ADVANTAGES:</b> Adding a larger waste yard site for Kronenwetter residents. Creating a readily accessible clean fill storage and dump site for DPWs.			
<b>DISADVANTAGES:</b> N/A			
<b>ITEMIZE ALL ANTICIPATED COSTS (Direct or Indirect, Start-Up/One-Time, Capital, Ongoing &amp; Annual, Debt Service, etc.)</b> N/A			
<b>RECOMMENDED ACTION:</b> Make a Motion to prove both plan #1 & plan #2			
<b>OTHER OPTIONS CONSIDERED:</b> None			
<b>TIMING REQUIREMENTS/CONSTRAINTS:</b> Establishing a waste yard site in Kronenwetter in the near future.			
<b>ATTACHMENTS (describe briefly):</b> Yes			

**VILLAGE OF KRONENWETTER  
M & G PROPERTIES, LLC  
LEASE AGREEMENT FOR 4496 MARTIN ROAD "YARD WASTE SITE"**

This Agreement, dated April 13, 2021, is to specify terms for a Lease Agreement between the Village of Kronenwetter, a municipal corporation under the laws of Wisconsin, hereinafter referred to as "Village" with a principle address located at 1582 Kronenwetter Drive, Kronenwetter, WI, and M & G Properties, LLC, a duly organized Limited Liability Corporation with a principle address located at 6205 Municipal Street, Weston, WI, hereinafter referred to as "Property Owner".

Whereas, the Parties entered into an Agreement for use of the Village's former property on June 21, 2019 and that Agreement was set to expire on December 31, 2020.

Whereas, the Parties entered into an additional Agreement on October 13, 2021 to extend the original Agreement an additional year extending the "Occupancy Period" to December 31, 2021.

Whereas, the Parties now wish to enter into a separate agreement, which would begin on January 1, 2022.

Whereas, the new Lease Agreement would be for the use of 2.5 acres of M & G Properties, LLC shown on Exhibit A on the attached documents for the use as the Village's Yard Waste Site for period up to 5 years ending on December 31, 2026.

Whereas, the Lease will be a year-to-year lease with the Village required to notify the Property Owner by December 1<sup>st</sup> if they will not be renewing the Lease in any given year.

**B. VILLAGE OBLIGATIONS**

In consideration of the obligations of Property Owner as set forth herein, the sufficiency and receipt of which is hereby acknowledged, the VILLAGE shall:

1. The Village will pay the Property Owner \$2,500.00 annually for use of the property by January 31<sup>st</sup> each year.
2. The Property Owner shall have access to any of the materials or by-products deposited on the site for recycling purposes or to utilize as they wish at their own cost for loading and transporting.

**C. PROPERTY OWNER OBLIGATIONS**

In consideration of the obligations of the VILLAGE as set forth herein, the sufficiency and receipt of which is hereby acknowledged, Property Owner shall:

1. Assist the Village with maintenance of the site by using the Property Owner's equipment to keep yard waste materials piled on the site on an as needed basis for orderly use of the site by residents.
2. Maintain a pile of 50 yards of finished mulch product on site for Village residents to take for their own use.

**WITNESS WHEREOF**, the parties hereto have executed this Agreement as of the year and date set forth above, and by so signing this Agreement, certify that they have been duly and properly authorized by their respective entities to make the commitments contained herein, intending them to be binding upon their respective entities and to execute this Agreement on their behalf.

**Village of Kronenwetter**

  
\_\_\_\_\_  
Chris Voll, President

**M & G Properties, LLC**

  
\_\_\_\_\_  
Mitch King

Attest:   
\_\_\_\_\_  
Cindra Falkowski, Clerk





November 10, 2020

EXE-WC-2020-37-03546

Village of Kronenwetter  
Randy Fifrick  
1582 I-39 Frontage Road  
Kronenwetter, WI 54455

RE: Artificial Wetland Exemption Determination for an area described as Artificial Wetland Areas 1-6, located in the SE1/4 of the SE1/4 of Section 01, Township 27 North, Range 08 East, Village of Kronenwetter, Marathon County

Dear Mr. Fifrick:

This letter is in response to your request for an artificial wetland exemption determination for the above mentioned wetlands.

According to 281.36 (4n), State Statutes, a landscape feature where hydrophytic vegetation may be present as a result of human modification to the landscape or hydrology and for which no definitive evidence exists showing a prior wetland or stream history before August 1, 1991, may be exempt from state wetland regulations. The following types of artificial wetlands cannot be exempted from state wetland regulation:

- 1) a wetland that serves as a fish spawning area or that is passage to a fish spawning area
- 2) a wetland created as a result of a wetland mitigation requirement.

In addition, DNR must also consider whether the artificial wetland is providing significant flood protection to adjacent or downstream properties and infrastructure, and/or significant water quality functions to adjacent or downstream water bodies.

The Department reviewed the following materials to aid in our exemption determination:

- The request narrative
- Historic Maps, including the historic USGS topographic Quad maps and soil mapping.
- Aerial photographs, including the 1937/8 era photograph, pre-construction photographs, and post-construction photographs.
- Wetland Delineation Information
- Site photographs that show different angles and views of the wetland

Below is a summary of our findings:

#### Request Narrative

According to the request narrative, the proposed project involves creating a yard waste site for the Village of Kronenwetter. Currently there is not a specific site plan for the yard waste site. Artificial Wetlands 1-6 are included in this request. The wetlands are 0.041 acres, 0.097 acres, 0.860 acres, 0.088 acres, 0.175 acres, and 1.55 acres, respectively. The total wetland impacts are 2.811

acres. The human modifications associated with Artificial Wetlands 1, 2, 3, 4, and 6 are believed to be excavation associated with gravel pits. The human modifications associated with Artificial Wetlands 4 and 5 are believed to be the removal of woody vegetation and stumps and creation of access drives and compaction beneath the powerlines. It should be noted that the removal of woody vegetation and stumps, is not believed by the department to alter wetland hydrology.

#### Historic Map Review

- Historic USGS Topographic Quad maps: The USGS Quad map depict 1982 and 1964 depict the presence of the powerline which runs from Northwest to Southeast and the presence of gravel pits on the western edge of the parcel. It should be noted that gravel pits appear to be located north of the parcel within wetlands.
- Soil Maps: The soil maps indicate Artificial Wetland Area 4 and portions of Artificial Wetland Areas 3, 4, 5, and 6 are mapped within Mosinee sandy loam, which is a well-drained, non-hydric soil. Artificial Wetland Areas 1, 2, and portions of Artificial Wetland Area 6 are mapped in Pits, gravel. A portion of Artificial Wetland Area 5 is mapped within Meadland Loam, 0-3% slope, a somewhat poorly drained, non-hydric soil. The Meadland loam is also what the natural wetlands south of Artificial Wetland Area 5 are mapped within.

#### Aerial Photograph Review

- 1937/38 era aerial photograph. The 1937/38 aerial photograph shows the majority of the appears to be wooded. In the south west corner, within Artificial Wetland 3, there does appear to be an area of fill and excavation. Additionally, within the area of Artificial Wetland Area 5 and the southern portion of Artificial Wetland Area 6 there appears to be definitive wetland signatures.
- Pre-construction aerial photograph: Based on an aerial image review completed by Amanda Dehmlow, it appears Artificial Wetland Areas 1, 2, 3, and 6 were disturbed in 1962 and 1963 due to the excavation of the gravel pits. It should be noted that there was evidence of soil saturation within the area of the natural wetlands and Artificial wetland Area 5.
- Post-construction aerial photograph: The 2005-2015 aerial photograph shows that Artificial Wetlands 1, 2, 3, and 6 have standing water present. Additionally, Artificial Wetland Area 5 appears to be saturated and connected to the natural wetlands to the south. During the aerial imagery review, there did not appear to be any disturbances to Artificial Wetland 4.

#### Wetland Delineation Information

- The sample point associated with Artificial Wetland Area 5 include a Depleted Below Dark Surface (A11) and a Depleted Matrix (F3) as a soil indicators.

#### Conclusion:

- Based upon the information provided above, the wetland identified as Artificial Wetland Areas 1, 2, 3, and 6 lacked a wetland history prior to August 1, 1991, and fulfills all artificial wetland exemption standards. Therefore, Artificial Wetland Areas 1, 2, 3, and 6 (as depicted in blue within Figure 1 below) are exempt from state wetland regulations.
- Artificial Wetlands Areas 4 and 5 had a wetland history prior to August 1, 1991 and is not exempt from state wetland regulations.

This letter describes DNR's decision regarding the jurisdictional status of Artificial Wetland Areas 1-6 and is only valid for state jurisdictional purposes. For decisions regarding the federal

jurisdictional status of Artificial Wetland Areas 1-6, you will need to contact the U.S. Army Corps of Engineers. The U.S. Army Corps of Engineers contact is [USACE Requests WI@usace.army.mil](mailto:USACE_Requests_WI@usace.army.mil).

If you have any questions about this determination, please contact me at (715) 225-1391 or email [Amanda.Dehmlow@wisconsin.gov](mailto:Amanda.Dehmlow@wisconsin.gov).

Sincerely,



Amanda Dehmlow  
Water Management Specialist

cc: U.S. Army Corps of Engineers  
Sherry Wise, Waste Management Specialist  
Dalton Lehman, Star Environmental Inc  
Jarod Rachu, Village of Kronenwetter Zoning  
Josh Litvinoff, Marathon County Conservation Warden

Figure 1. Wetland Exemption Map



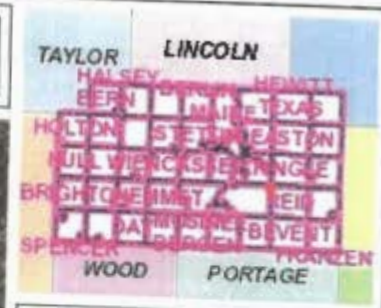
Wetlands outlined in Red are not exempt from state wetland regulations

Wetlands outlined in Blue are not exempt from state wetland regulations



# Land Information Mapping System

1.26.23



### Legend

- Parcel Annotations
  - Parcels
  - Land Hooks
  - Section Lines/Numbers
  - Right Of Ways
  - Municipalities
  - DNR Wetland Areas
- 2015 Orthos
  - Red: Band\_1
  - Green: Band\_2
  - Blue: Band\_3
- Surrounding\_Counties
  - CLARK
  - LANGLADE
  - LINCOLN
  - PORTAGE
  - SHAWANO
  - TAYLOR
  - WALUPACA
  - WOOD

100.00 0 100.00 Feet



NAD\_1983\_HARN\_WISCRS\_Marathon\_County\_Feet

**DISCLAIMER:** The information and depictions herein are for informational purposes and Marathon County-City of Wausau specifically disclaims accuracy in this reproduction and specifically admonishes and advises that if specific and precise accuracy is required, the same should be determined by procurement of certified maps, surveys, plats, Flood Insurance Studies, or other official means. Marathon County-City of Wausau will not be responsible for any damages which result from third party use of the information and depictions herein or for use which ignores this warning.

**THIS MAP IS NOT TO BE USED FOR NAVIGATION**

### Notes

<b>MEETING DATE:</b> 02/13/2023	<b>REPORT TO VILLAGE BOARD</b>			<b>AGENDA ITEM #</b> 8.7
<b>PRESENTING COMMITTEE:</b> APC	<b>COMMITTEE CONTACT:</b> Ken Chameski	<b>STAFF CONTACT:</b> Bobbi Birk-LaBarge, Village Clerk and Duane Gau, Interim Administrator	<b>PREPARED BY:</b> Bobbi Birk-LaBarge	
<b>ISSUE:</b> Update the job description of the Village Administrator				
<b>OBJECTIVES:</b> To update the job description of the Village Administrator				
<b>PROPOSAL:</b> To have the Village Board approve the updated version of the Administrator's job description				
<b>ADVANTAGES:</b> To better align the administrators job description with the current work requirements of an Administrator for the Village of Kronenwetter				
<b>DISADVANTAGES:</b> N/A				
<b>ITEMIZE ALL ANTICIPATED COSTS (Direct or Indirect, Start-Up/One-Time, Capital, Ongoing &amp; Annual, Debt Service, etc.)</b> N/A				
<b>RECOMMENDED ACTION:</b> Motion to approve the updated version of the Village Administrator's job description				
<b>OTHER OPTIONS CONSIDERED:</b> N/A				
<b>TIMING REQUIREMENTS/CONSTRAINTS:</b> ASAP				
<b>FUNDING SOURCE(s) – Must include Account Number/Description/Budgeted Amt CFY/% Used CFY/\$ Remaining CFY</b> N/A				
<b>ATTACHMENTS (describe briefly):</b> Updated Version Attached				



**POSITION TITLE:** Village Administrator      **JOB FAMILY:** Administrative

**REPORTS TO:** Village Board      **FLSA:** Exempt

**VERSION HISTORY:** 05/02/2002      11/24/2008  
06/11/2009      07/12/2018  
09/24/2019

**EXPOSURE TO BLOOD-BORNE PATHOGENS OR OTHER SAFETY EXPOSURES:**  
NONE – X      or      **EXPLANATION:** n/a

### **IN GENERAL**

This position description is intended to describe the general nature and level of work being performed by employees assigned to this job title. It is not to be construed as a complete listing of all responsibilities, duties and skills required. Other duties may be required and assigned.

### **MANAGERIAL RESPONSIBILITY**

The Administrator shall provide administrative direction and coordination of all overall operations of the Village under the general direction of the Village Board, creating, and enforcing administrative policies and procedures to ensure standardized and efficient operations, including public safety departments, except in the statutory authority of the Police and Fire Commission.

### **EDUCATION AND WORK EXPERIENCE**

**Required:** Bachelor's Degree in Public Administration, Business Administration, or directly related field and a minimum of 3 years in the public sector or 3 years of relevant municipal management experience.

**Preferred:** Masters Degree in Public Administration and 5 or more years in a municipal management position.

**QUALIFICATIONS/REQUIREMENTS**

Ability to perform all functions of the position; maintain knowledge of current municipal government functions and applicable laws, statutes, rules and regulations.

Ability to provide strong financial, economic development, and strategic guidance as well as professional expertise and counsel to Village Board, to direct and challenge staff, and to develop and model an environment of integrity, exceptional work ethic, and extraordinary customer service.

**LICENSING/CERTIFICATION**

**Required:** Must be bondable.

**Preferred:** Public Manager Certification.

**ESSENTIAL JOB FUNCTIONS**

The Village Administrator, subject to the limitations defined in resolutions and ordinances of the Village, State Statutes and administrative rules, shall be the chief administrative and operations officer of the Village, responsible only to the Village Board for the proper and efficient administration of the business and affairs of the Village with powers and duties as follows:

- a) Manages overall operations of the Village under the general direction of the Village Board.
- b) Provides administrative oversight, direction, and support to all departments including Public Safety departments, except in the statutory authority of the Police and Fire Commission.
- c) Provides administrative direction and coordination of all employees of the Village according to established administrative procedures.
- d) Periodically reviews and recommends to the Village Board changes to the Village organization and administrative structure addressing both statutory and non-statutory positions.
- e) Executes all directives of the Village Board and uses appropriate judgment to report to the Board, fully, promptly and at least monthly on the status of issues that arise in carrying out those directives.
- f) Works with the Village Board and its President, Commission and Committee Chairpersons, Attorney, and Clerk to ensure that all Open Meetings Laws are adhered to strictly and consistently for all Board, Commission and Committee meetings.

## VILLAGE ADMINISTRATOR

p. 3 of 7

- g) Attends all Village Board meetings and reports to the Board at all regular meetings regarding the activities of the Administrator's office.
- h) Responsible for the accurate and proper preparation of ordinances and resolutions as requested by the Village Board or as needed.
- i) Recommends to the Village Board the appointment, promotion, discipline, suspension, and termination of Department Heads.
- j) Appoints, promotes, disciplines, suspends, and terminates non-Department Head employees on the recommendation of and/or in consultation with the supervising Department Head.
- k) Functions as lead negotiator in the collective bargaining process following the wage and working conditions guidelines and strategy established by the Village Board.
- l) Conducts regular and diligent searches for potential grant opportunities and assists appropriate Department Heads throughout the application process.
- m) Administers and monitors the budget and ensures that all basic financial plans approved by the Village Board are carried out on an ongoing basis; reports to the Board regarding all significant and/or unforeseen budgetary variances.
- n) In conjunction with the Board, its Commissions and Committees, Department Heads, and Village Financial Planner, analyzes and reports to the Board, on a monthly basis, the current and projected fiscal status.
- o) Working with Department Heads, Commissions, and Committees, develops all plans, policies, procedures, and recommendations for Board approval for the purchase, maintenance, and replacement of all capital equipment.
- p) Provides complete, accurate, and well-balanced information, guidance, and support for the Board's development of the Village's strategic plan.
- q) Functions as the Public Information Officer for all external communications in the community and represents the best interests of the Village at all times.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

1. Ability to direct and manage personnel at all levels of the organization.
2. Ability to counsel, mediate, and/or provide supervision of staff.
3. Willingness to accept accountability for outcomes of all operational decisions within realm of authority.
4. Ability to effectively communicate with individuals and groups of varying abilities, experience, and educational backgrounds including residents, elected officials, and the media.
5. Ability to analyze and interpret financial information, government publications, governmental regulations and statutes, engineering, audit and legal reports, and administrative rules affecting the Village and when necessary to convert such information into an easily understood layman's report.



## VILLAGE ADMINISTRATOR

p. 4 of 7

6. Ability to work rapidly, to prioritize multiple assignments, and to meet specific deadlines and to work effectively in stressful situations.

### **PHYSICAL DEMANDS**

1. Ability to exert light physical effort in sedentary to light work, typically involving lifting, carrying, pushing and pulling.
2. Ability to sustain prolonged visual concentration.

### **WORK ENVIRONMENT**

Typical multi-functional office environment.

*The Village of Kronenwetter is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

<b>MEETING DATE:</b> 2-13-2023	<h1>REPORT TO VILLAGE BOARD</h1>			<b>AGENDA ITEM #</b> 8.8
<b>PRESENTING COMMITTEE:</b> Village Board	<b>COMMITTEE CONTACT:</b> Chris Voll	<b>STAFF CONTACT:</b> <b>Dan Hekrdle-Director of Public Works/Utility Manager</b>	<b>PREPARED BY:</b> Dan Hekrdle-Director of Public Works/Utility Manager	
<b>ISSUE:</b> New Lift Station Pumps for lift station # 7				
<b>OBJECTIVES:</b> Review past history of Lift Station Pumps				
<p><b>ISSUE BACKGROUND/PREVIOUS ACTIONS:</b>          UC Committee has Approved the Lift Station #7 Pump Replacement to the Village Board for approval.</p> <p>2-7-2023 UC Committee Meeting: The Village has eleven lift stations. Recently lift station #7 pump(s) has been failing. The crew get calls during the day, night, &amp; weekends with our call out-Scada Alarm System. When the crew receive these calls, the crew consider this as an emergency. The crew needs to respond asap to this lift station in case the lift station pump or pumps are not functioning correctly. In most cases, the lift station pump(s) have been failing over the past months with multiple reasons. We have repaired most situations with our crew, but we noticed that the pumps were starting to get to situations that are beyond our capability. At this point, we realized that these pumps need replacement. We asked the vendor repair techs on what they felt about the pumps, they also said that the pumps are old, hard to find parts and should be replaced.</p> <p>I noticed that these pumps at lift station #7 was being repaired and maintenance almost on a weekly and daily situation. After we tried new parts and noticed the pumps were both still having issues, we realized we needed to replace them. We are in a bad situation right now until the new pumps are replaced.</p> <p>I (we) received 3 quotes from B &amp; M Technical Service \$20,600.00, Emergences \$21,247.00, &amp; L. W. Allen Inc. \$20,344.00. We have decided to go with B &amp; M Technical Service-<b>ShinMaywa</b> Pump \$20,600.00 due to cost and the fact that the village is purchasing the same pump that we have purchased with in the last 5 years (we would like to keep consistent on having the same lift station pumps for most and upcoming replacement pumps with in the village).</p> <p>Here’s a recent past history of replacement pumps in our Village sanitary sewer lift station system:</p> <p>2022 lift station #1 – <b>ShinMaaywa/ShinMaywa</b> pumps installed          2021/2022 lift station #2 – <b>ShinMaywa/ShinMaywa</b> pumps installed          2021 lift station #11 – Barnes/Barnes (chopper) pumps installed          2020 lift station #4 – <b>ShinMaywa/ShinMaywa</b> pumps installed 2017/2019          lift station #8 – Ebara/<b>ShinMaywa</b> pumps installed</p>				
<b>PROPOSAL:</b> Motion to approve lift station # 7 pump replacement purchase-B & M Technical Service of \$20,600.00.				
<b>ADVANTAGES:</b> Saving repair costs from vendors with lift station #7 in past months, saving weekend duty overtime being paid with continuous call outs and lift station failures, and numerous hours the village staff has put into this lift station almost daily basis.				
<b>DISADVANTAGES:</b> Cost				
<b>ITEMIZE ALL ANTICIPATED COSTS (Direct or Indirect, Start-Up/One-Time, Capital, Ongoing &amp; Annual, Debt Service, etc.)</b>				
<b>RECOMMENDED ACTION:</b> Motion to approve lift station # 7 pump replacement purchase-B & M Technical Service of \$20,600.00.				
<b>OTHER OPTIONS CONSIDERED:</b> None.				

**TIMING REQUIREMENTS/CONSTRAINTS:** ASAP, B & M Technical Service has giving us an estimate time frame of around 2-4-week arrival.

**FUNDING SOURCE(s) – Must include Account Number/Description/Budgeted Amt CFY/% Used CFY/\$ Remaining CFY**

Account Number: 650-00-53650-826-000

Description: Capital Outlay Equipment

Budgeted Amount: 2023 budget is not completed

Spent to Date: N/A

Percentage Used: 0%

Remaining: N/A

**ATTACHMENTS (describe briefly): Yes**



# B & M TECHNICAL SERVICE, INC.

PO Box 48 | 364 Industrial Drive Coloma, WI 54930

Office 715-228-7604 | Fax 715-228-3418

[bmtechservice.com](http://bmtechservice.com)

Date: 1/16/2023

Quote Number: 20231022

B&M Contact: Katie Gruber

Email: [katie@bmtechservice.com](mailto:katie@bmtechservice.com)

Direct: 608-547-9433

To: Kronenwetter  
 Attn: Mark Mackey  
 Re: Lift Station #7 Pumps for Replacement

We are pleased to provide the following base bid:

Qty.	Description:	Net Each	Net Extension
2	ShinMaywa CNXH 15HP Pump, 4" Discharge, 3" Solids, 208V, 1800 RPM Explosion Proof Motor, 50' Cable	\$ 10,300.00	\$ 20,600.00
<b>Total</b>			<b>\$ 20,600.00</b>

Estimated Delivery:	See Below	Installation/Start-up:	Not Incl.
Installation Manuals:	Incl.	Service Contract:	Not Incl.
Operation Manuals:	Incl.	Downpayment Due:	50%
Sales Tax:	Not Incl.	Payment Terms:	Net 30
Estimated Freight:	Not Incl.	Quote Expiration:	30 Days

Additions or deductions to base bid:

Exceptions and Special Notes: ShinMaywa currently has 4 of these in stock, so we could have them in a week or so if ordered now.

Clarification Notes:

Unless otherwise noted any other equipment/services is not included and to be supplied by others.

For projects totaling more than \$10,000, 50% downpayment is required upon quote acceptance. Parts cannot be ordered prior to receiving downpayment.

To accept quote, please sign below and return to B&M Technical Service, Inc.

Quoted by \_\_\_\_\_  
 Regina Weyenberg, Assistant Project Coordinator  
[regina@bmtechservice.com](mailto:regina@bmtechservice.com)  
 Direct: 715-228-7604

Accepted by \_\_\_\_\_  
 Kronenwetter

**This information provided is confidential and proprietary to B&M Technical Service and is intended solely for the recipient listed above. Do not duplicate or distribute.**

Order Number : 0037808  
 Order Date : 1/20/2023  
 Salesperson : Gary W. Dean

## QUOTE

**Sold To :**  
 Kronenwetter DPW  
 1582 Kronenwetter Drive  
 Kronenwetter, WI 54455

**Ship To :**  
 Kronenwetter S.D. #2  
 1582 Kronenwetter Drive  
 Attn: Mark Mackey  
 Mosinee, WI 54455

Confirm To : Mark Mackey      Customer Number : KRO002      Expected Date: 2/20/2023

Customer P.O.	Ship VIA	Terms	Order Type : SRV			
Quote :LS # 7 pumps	UPS GROUND	Net 30 Days				
Item Code	Unit	Ordered	Shipped	Back Order	Cost/Unit	Amount
/MISC-PARTS	EACH	2.00	0.00	0.00	9,945.00	19,890.00
Misc Items - Parts						
4XSHDG150N4 ex proof, 1750rpm, 208/60/3, Trim :205 mm						
125498XF	EACH	2.00	0.00	0.00	471.00	942.00
Cable, 50' Comb Power / Control LV, 8/4. 18/4						
Barnes						
/MISC-PARTS	EACH	2.00	0.00	0.00	60.00	120.00
Misc Items - Parts						
4" flange gasket kit - reuse existing moveable fittings						
/LABOR	HOUR	1.00	0.00	0.00	135.00	135.00
Labor						
Craig S SRV estimating approx. 10-12 hrs.assuming know issues						
/ZONE 2	EACH	1.00	0.00	0.00	160.00	160.00
Trip Charge						
/FREIGHT	EACH	1.00	0.00	0.00	0.00	0.00
Freight and Handling						

PP & Add est. @ 6-8 wks

Convenience Fee of 3.5% will be added to all invoices paid by credit card.

Quotes and Sales Orders will be converted to an Invoice.  
 Do not pay off a Quote or Sales Order.

Harvest      Zoho

Net Order:	21,247.00
Less Discount:	0.00
Sales Tax:	0.00
<b>Order Total:</b>	<b>21,247.00</b>

**PROPOSAL**



**L.W. ALLEN, INC.**

4633 Tompkins Drive - Madison, WI 53716

*A Full Service Distributor*

Phone 608.222.8622

Fax 608.222.9414

**PUMPS – CONTROLS – REPAIR CENTER**

Kronenwetter Lift Station Pumps

PROPOSAL ID: 012023RRB

Attn: Mark

REFERENCE: Hydromatic Pumps

LOCATION: LS # 7 Pump Station

BID DATE: 1/22/23

<p align="center"><u>FREIGHT IS F.O.B. ORIGIN</u></p> <p> <input type="checkbox"/> ALLOWED                   <input type="checkbox"/> PREPAID &amp; ADD                   <input checked="" type="checkbox"/> COLLECT             </p>	<p>TERMS: NET-30 DAYS PER ATTACHED TERMS AND CONDITIONS</p> <p>PRICES DO NOT INCLUDE SALES OR USE TAXES</p>
--	---

ITEM	QUAN	DESCRIPTION	TOTAL PRICE
A	1	<p>L.W. Allen is pleased to provide a quotation for the following equipment and services.</p> <p align="center"><b>Hydromatic Pump</b></p> <p>Furnish One (1) Hydromatic 4 " Model S4MXP Premium Efficient submersible sewage pump. 3 phase, 208 volt, 1750 rpm, 15 HP with 50' Cords.</p> <p align="right"><b>Total Investment</b></p> <p><b>Not Included:</b> Freight, Guide rail Components, Sealing Flanges, Installation, start up or any electrical modifications.</p>	<p><b>\$ 10,172.00</b> Each</p>

(2) # 20,344.00

ACCEPTED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_

PRICE FIRM FOR 30 DAYS

\_\_\_\_\_  
NAME OF PURCHASER

SUBMITTED THIS: January 22, 2023

BY: \_\_\_\_\_  
NAME & TITLE

L.W. ALLEN, INC.-BY: Rick Bartelt

<b>MEETING DATE:</b> 02/13/2023	<h1>REPORT TO VILLAGE BOARD</h1>		<b>AGENDA ITEM #</b> 8.9
<b>PRESENTING COMMITTEE:</b> Click here to enter text.	<b>COMMITTEE CONTACT:</b> Click here to enter text.	<b>STAFF CONTACT:</b> Bobbi Birk-LaBarge, Village Clerk and Duane Gau, Interim Administrator	<b>PREPARED BY:</b> Bobbi Birk-LaBarge
<b>ISSUE:</b> Set date for yearly Open Book Set Date for yearly Board of Review Designate a member of the board to attend the board of review training			
<b>OBJECTIVES:</b> To fulfill the villages yearly obligation for open book and board of review			
<b>PROPOSAL:</b> To have the Village Board choose the dates for the open book and board of remove. To have the VB designate a member to attend the board of review training.			
<b>ADVANTAGES:</b> To fulfill the Village's yearly requirements			
<b>DISADVANTAGES:</b> N/A			
<b>ITEMIZE ALL ANTICIPATED COSTS (Direct or Indirect, Start-Up/One-Time, Capital, Ongoing &amp; Annual, Debt Service, etc.)</b> N/A			
<b>RECOMMENDED ACTION:</b> Motion to approve Open Book on Wednesday April 5, 2023 from 11am-1pm Motion to approve Board of Review on Wednesday April 26, 2023 from 6pm-8pm Motion to appoint a board member to attend the board of review training prior to April 5, 2023			
<b>OTHER OPTIONS CONSIDERED:</b> N/A			
<b>TIMING REQUIREMENTS/CONSTRAINTS:</b> ASAP			
<b>FUNDING SOURCE(s) – Must include Account Number/Description/Budgeted Amt CFY/% Used CFY/\$ Remaining CFY</b> N/A			
<b>ATTACHMENTS (describe briefly):</b> Email from Nick Laird attached			

<b>MEETING DATE:</b> February 13, 2023	<h1>REPORT TO CLIPP</h1>		<b>AGENDA ITEM #</b> 8.10
<b>PRESENTING COMMITTEE:</b>  CLIPP	<b>COMMITTEE CONTACT:</b>	<b>STAFF CONTACT:</b> Theresa O'Brien, Fire Chief	<b>PREPARED BY:</b> Theresa O'Brien, Fire Chief
<b>ISSUE:</b> Reference Only: Fire Department Standard Operating Guidelines			
<b>OBJECTIVES:</b>			
<b>ISSUE BACKGROUND/PREVIOUS ACTIONS:</b> Until 1/1/2023 Kronenwetter Fire did not have a Standard Operating Guidelines in place – We have now created and implemented Operational <b>SOG's</b> that establish Policies/Guidelines intended to ensure the most effective and consistent performance of duties while responding to, and while dealing with, emergency situations.			
<b>PROPOSAL:</b>			
<b>ADVANTAGES:</b>			
<b>DISADVANTAGES:</b>			
<b>ITEMIZE ALL ANTICIPATED COSTS (Direct or Indirect, Start-Up/One-Time, Capital, Ongoing &amp; Annual, Debt Service, etc.)</b>			
<b>RECOMMENDED ACTION:</b> For Reference Only – No action needed			
<b>OTHER OPTIONS CONSIDERED:</b>			
<b>TIMING REQUIREMENTS/CONSTRAINTS:</b>			
<b>FUNDING SOURCE(s) – Must include Account Number/Description/Budgeted Amt CFY/% Used CFY/\$ Remaining CFY</b> Account Number: Description: Budgeted Amount: Spent to Date: Percentage Used: Remaining:			
<b>ATTACHMENTS (describe briefly):</b> Fire Department Standard Operating Policies/Guidelines.			



# Kronenwetter Fire Department Standard Operating Policies & Guidelines



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## **Introduction**

This manual establishes standard fire department specific policies and guidelines. These policies/guidelines are meant to provide guidance when dealing with fire department-specific issues and situations, and to help ensure department activities are consistent, effective, efficient, and safe.

The Kronenwetter Fire Department shall provide for the safety, health, and wellness of department members by establishing a fire department-specific policy manual and accompanying procedures.


All fire department personnel shall follow these policies and accompanying procedures to the best of their ability.

All members will understand and follow these policies and procedures. Officers of the department are responsible to ensure their subordinates understand and follow these policies and procedures. Officers will document and report deviations to the Fire Chief, or his/her designee, for review.

These guidelines will be reviewed by the Fire Chief and all department officers on an annual basis with input from the fire department members being taken into consideration.

## **Mission Statement**

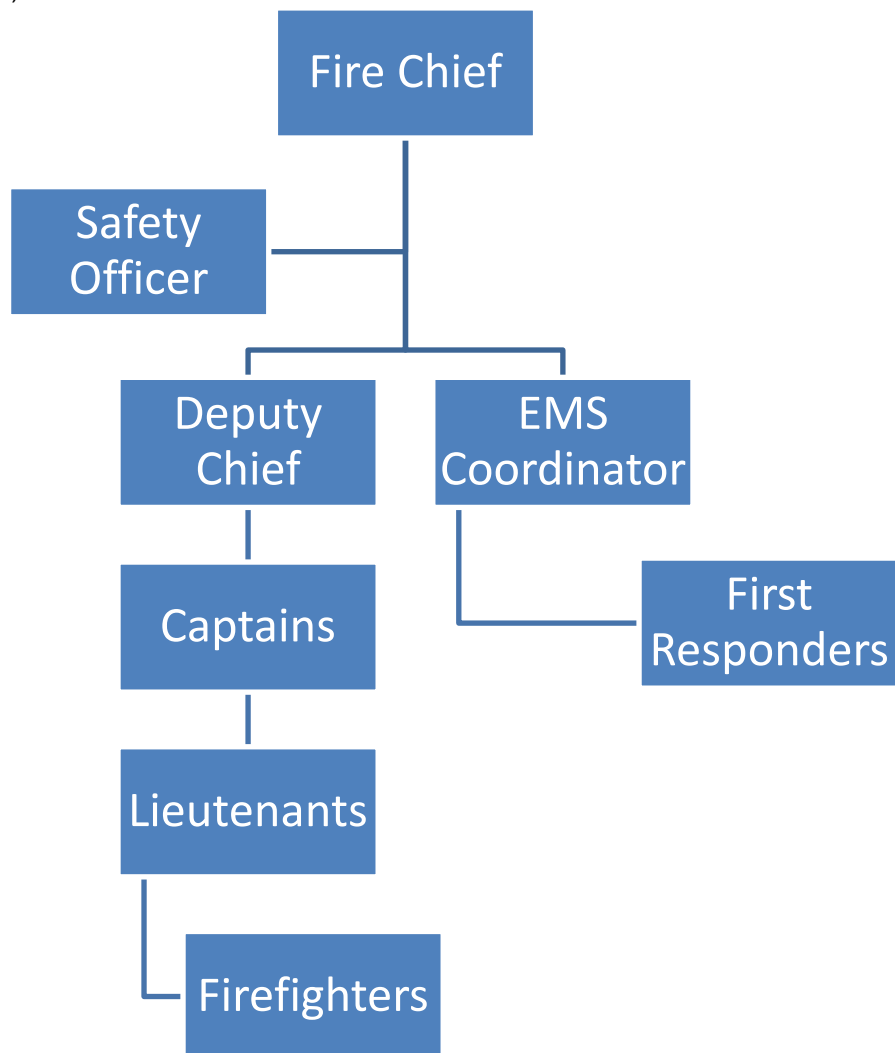
The mission of the Kronenwetter Fire Department is to minimize loss of life, property and the environment from fires, natural disasters, life threatening situations, and to assist other emergency agencies.


VILLAGE OF KRONENWETTER FIRE DEPARTMENT	
	SOG Title: Chain of Command
	SOG: 100
	Original Date: 1/1/2023

## Chain of Command

**PURPOSE:** To establish clear lines of communications for conducting fire department business and activities within the Kronenwetter Fire Department (KFD), for both emergent and non-emergent situations.

**POLICY:** Chain of Command is a hierarchical orderly line of authority in command, control, executive or management positions within the ranks of KFD. It is the responsibility of each member to know and follow the Chain of Command of the Kronenwetter Fire Department. The Chain of Command is as follows (see charts below).



VILLAGE OF KRONENWETTER FIRE DEPARTMENT	
	SOG Title: Job Descriptions
	SOG: 101
	Original Date: 1/1/2023
	Revision Date:

## Job Descriptions

### Chief

The Fire Chief is the highest-ranking officer of the Fire Department. The Fire Chief provides administrative direction and leadership for all Fire Department functions, operations, and personnel through the supervision of staff and a review of their activities. Responsibilities include reviewing the general operation of the department to determine efficiency, providing direction on major projects or problem areas, future planning, developing and implementing policies and procedures, and providing policy guidance. In addition, the Fire Chief is responsible, through study and consultation with municipal officials, for developing recommendations for the protection of life and property in the municipality.

### Deputy Chief

Under direction of the Fire Chief, the Deputy Chief plans, organizes, directs, and administers all operations of the fire department assigned to him/her by the Fire Chief within the authority delegated. Also, in the extended absence of the Fire Chief, the Deputy Fire Chief shall perform all applicable duties of the Fire Chief in a sufficient manner until arrival/return of the Fire Chief. The Deputy Chief may also perform the same duties as a firefighter. All new Deputy Chiefs must have ICS and Fire Officer training.

### Captain

Under direction of the Chief or Deputy Chief, plans, organizes, coordinates, and directs the emergency and non-emergency activities of the fire department; commands emergency response scenes unless relieved by a Chief or Deputy Chief; directs and performs a variety of staff support functions; plans, organizes, coordinates, and directs training, recruitment, fire inspections, and prevention programs; and performs related work as assigned. A Captain may also perform the same duties as a Firefighter. All new Captains must have ICS and Fire Officer training.

### Lieutenant

Under direction of a Captain, Deputy Chief, or Chief, deploys, supervises, and reviews the work of Firefighters, takes command of fires and other emergency incidents within the response area unless relieved by a Captain, Deputy Chief or Chief; coordinates and participates in non-emergency inspection, training, maintenance, and related activities; assists Fire Captains in providing support for specified departmental programs; and performs related work as assigned. A Lieutenant may also perform the same duties as a firefighter. All new Lieutenants must have ICS and Fire Officer training.

### Firefighter

Under direction of a Lieutenant, Captain, Deputy Chief, or Chief, provides direct services, individually and as a member of a team in response to fire, rescue, hazmat, and other incidents. The Firefighter has completed ICS training and State of Wisconsin Firefighter I training or Entry Level Firefighter courses.

### Probationary Firefighter (PFF)


Under direction of a Firefighter, Lieutenant, Captain, Deputy Chief, or Chief, provides direct services, individually and as a member of a team in response to fire, rescue, hazmat, and other incidents. The Firefighter Probationary has not completed entry level firefighter coursework and may not be permitted to participate in structural firefighting activities which require the individual to enter or be in close proximity to the building, enclosed structure, vehicle or vessel.

**EMS Coordinator**

Under direction of the Fire Chief, the EMS Coordinator shall be responsible to plan, organize, direct, and coordinate all training of the EMS first responders. The EMS Coordinator shall be responsible for the disposition of equipment and supplies for the first responders. EMS Coordinator shall be responsible for the custody and control of the first responder records (patient, call logs, etc.). The EMS Coordinator shall also perform the same duties as a First Responder.

**First Responder**

Under direction of the EMS Coordinator or Chief, respond to emergency medical calls when requested. First Responders will render first aid and EMS services according to their State of Wisconsin license level protocols. First responders will receive training by the EMS Coordinator regarding first responder skills. They will maintain all equipment that has been provided to them. They will maintain their EMS license with the State of Wisconsin per state rules.

VILLAGE OF KRONENWETTER FIRE DEPARTMENT	
	SOG Title: Probationary Period
	SOG: 102
	Original Date: 1/1/2023
	Revision Date:

## Probationary Period

All new firefighter and first responder recruits of the Kronenwetter Fire Department are subject to a minimum of a 24-month probationary period. Each probationary firefighter member will be required to successfully complete at minimum the Entry Level Firefighter courses and each probationary first responder member will be required to successfully complete at minimum the EMR course and obtain a State of Wisconsin license to practice EMS. Probationary members are also required to attend all in-house trainings unless excused. Probation period can be extended beyond 24 months at the discretion of the Fire Chief.

Existing members may be placed back on temporary probation due to poor performance based on annual/semi-annual performance evaluations per SOG 103: Training and SOG 104: Performance Evaluations.


## Orientation and Probationary Training

The main intent of the probationary period for a new member is to learn the operational procedures of the Kronenwetter Fire Department, as well as the location/operation of all equipment used by the Kronenwetter Fire Department, and to gain either the Entry Level Firefighter training or EMR training provided by Wisconsin Technical College system within the recruit's probationary period.

The probationary member shall learn the following topics before being released from probationary status:

- Accountability
- Apparatus
- Auto Accident Operations
- Bloodborne Pathogens
- Chain of Command
- Communications
- Community Involvement and Events
- Driver Training
- Extrication
- Fire Scene Operations
- Firefighter Survival
- Geography
- Hazmat Scene Operations
- Helicopter Operations
- Incident Command (ICS)
- Mutual Aid Operations
- Operating Guidelines
- Protective Clothing
- Rapid Intervention Teams
- Recordkeeping
- Rescue Operations
- Safety Equipment
- SCBA Fit Test
- Search and Rescue
- Self-Contained Breathing Apparatus (SCBA)
- Written Policies



VILLAGE OF KRONENWETTER FIRE DEPARTMENT	
	SOG Title: Training
	SOG: 103
	Original Date: 1/1/2023
	Revision Date:

## Training

Fire Department meetings/trainings (drills) are held on the 1<sup>st</sup> and 3<sup>rd</sup> Mondays of every month at 6:00 PM unless otherwise notified by the Chief with proper notice. Sign in sheets with a description of the training shall be filled out for each meeting/training and it shall be the responsibility of each member to sign out upon completion of the meeting.

Training is the single most important element for a safe, professional, and effective fire department. It is imperative that all members are properly trained on all aspects of firefighting to help safeguard his/her life, the lives of other firefighters and the lives of those we serve.

### Training:


- A. Prepares a fire fighter to safely perform his or her duties.
- B. Prepares a fire fighter for any change in a procedure or technology or for any new hazard identified in his or her work environment.
- C. Prepares a new fire fighter whose duties include emergency operations to perform emergency operations. The training will include training in the incident command system.
- D. Gives a fire fighter whose duties include structural firefighting training consistent with established fire ground operating procedures.
- E. Prepares a fire fighter for special hazards to which he or she may be exposed during fires and other emergencies
- F. Includes procedures for firefighters engaged in fire ground operations to make his or her safe exit from a dangerous area if equipment fails or fire conditions change suddenly

Any training of fire fighters which includes live firefighting exercises will be conducted in compliance with NFPA 1001- Standard for Fire Fighter Professional Qualifications and NFPA 1403- Standard on Live Fire Training Evolutions. No new fire fighter may be permitted to participate in structural firefighting activities or trainings which require the individual to enter or be in close proximity to the building, enclosed structure, vehicle or vessel until that individual has completed required training.

To maintain active status as a firefighter with the Kronenwetter Fire Department, all members must attend at least 2 training session(s) per month. If a member is unable to attend a training, it is their responsibility to contact a chief officer to be excused. Failure to attend training or contact a chief officer to be excused may result in the member being placed on probation, at which time active status may only be regained after approval of the Chief. If after 6 months of being placed back on probationary status a member does not satisfactorily meet training requirements, the member's status with the department could be terminated.

A member whose active status is in jeopardy due to failing to meet training requirements will receive a verbal and written warning from the Chief. A member whose status is changed from active to probationary status will receive a written notification from the Chief. At this time a meeting will be scheduled with that member and the Chief or his/her designee, to discuss requirements and actions needed to regain active status.

Exceptions and petitions for minimum training requirements may be made to the Chief. Under special circumstances the Chief may alter department minimum training requirements. Training must meet the minimum requirements set forth by the Wisconsin Fire Department Safety and Health Standards (Wis. Stats. Chapter SPS 330.)

VILLAGE OF KRONENWETTER FIRE DEPARTMENT	
	SOG Title: Performance Evaluations
	SOG: 104
	Original Date: 1/1/2023
	Revision Date:

## Performance Evaluations

**Purpose:** To establish a “work performance evaluation” of an individual’s ability to perform essential functions required in the occupation of firefighting. To provide feedback and improve communications between Officers and Firefighters.

**Scope:** All members of Kronenwetter Fire Department

**Procedure:** A performance evaluation will be completed at least once annually for all firefighters and officers. The process will include a Self-Evaluation and a Performance Evaluation – see forms below.

KRONENWETTER FIRE DEPARTMENT

Self Evaluation



Date of Self Evaluation				
Employee Name				
	<b>(4) Excellent</b>	<b>(3) Good</b>	<b>(2) Satisfactory</b>	<b>(1) Unsatisfactory</b>
Work Quality				
Communication/Listening Skills				
Job Knowledge				
Attendance/Punctuality				
Takes Initiative				
Dependability				
Honest/Integrity				
Coworker Relations				
1-2 Goals for Next Review Period:				
Additional Comments:				
Employee Signature & Date:				
Officer Signature & Date:				
Fire Chief Signature & Date				

KRONENWETTER FIRE DEPARTMENT  
Performance Evaluation Form



Date of Evaluation

Employee Name  
Job Title  
Officer  
Review Period

	(4) Excellent	(3) Good	(2) Satisfactory	(1) Unsatisfactory
Work Quality				
Communication/Listening Skills				
Job Knowledge				
Drill/Meeting Attendance				
Call Attendance				
Takes Initiative				
Dependability				
Honest/Integrity				
Coworker Relations				

Call Attendance	
Total Fire Calls attended YTD	
Total EMS calls attended YTD	

Drills/Training			
Total Fire Drills YTD		Total EMS Drills YTD	
Fire Drills Attended YTD		EMS Drills Attended YTD	
Excused		Excused	
Non-Excused		Non-Excused	

Public Relation Events Participated in:

Additional Training/Education outside of Drills:


1-2 Goals for Next Review Period:

Additional Comments:

Employee Signature & Date:

Officer Signature & Date:

Fire Chief Signature & Date


VILLAGE OF KRONENWETTER FIRE DEPARTMENT	
	SOG Title: Purchasing/Credit Card Usage
	SOG: 105
	Original Date: 1/1/2023
	Revision Date:

## Purchasing/Credit Card Usage

**PURPOSE:** To establish a process where items for purchase are approved at the administration level.


**POLICY:**

- All purchases or expenses for the fire department must be approved by either the Fire Chief or Deputy Fire Chief prior to purchasing/expensing with all purchases/expenses over \$100.00 requiring approval by the Fire Chief.
- All purchases made using a Village of Kronenwetter credit card must have the receipt turned in to the Fire Chief no later than 5 days after the purchase.
- No on-going (monthly/annually) charges will be charged to a Village of Kronenwetter credit card.
- All purchases for Kronenwetter Fire Department or associated events must be made by a Kronenwetter Fire Department member.
- Purchases should be planned to be made at locations where the Village has an account whenever possible.
- All purchases must be accompanied by the Village's tax-exempt number if needed. A copy of the tax-exempt number can be provided by the Fire Chief.
- Following purchases/expenses, all receipts must be turned in to the Fire Chief within one (1) week of purchase for proper processing.

VILLAGE OF KRONENWETTER FIRE DEPARTMENT	
	SOG Title: Member Assistance Referral Program (EAP)
	SOG: 106
	Original Date: 1/1/2023
	Revision Date:

## Member Assistance Referral Program

The Kronenwetter Fire Department has a fire fighter referral program set up with EAP. Staff may contact them at 1-800-540-3758 or [eap@ascension.org](mailto:eap@ascension.org) to assist any with alcohol or substance abuse, stress, and personal problems

VILLAGE OF KRONENWETTER FIRE DEPARTMENT	
	SOG Title: Physical and Mental Capabilities
	SOG: 107
	Original Date: 1/1/2023
	Revision Date:

## Physical and Mental Capabilities

Kronenwetter Fire shall assure that all firefighters who are expected to do structural firefighting are physically capable of performing duties which may be assigned to them during emergency operations.

It is the duty of all fire department members to report to the Fire Chief any medical or physical limitations, any known injuries, medications or are under a doctor's care which could jeopardize their own safety or the safety of others.

Any fire fighter with heart disease, epilepsy, or emphysema, etc. shall make this information known to the Chief and will not be expected to perform tasks that may potentially harm them.

Any fire fighter that is claustrophobic, has a fear of heights or small spaces, etc. shall make this information known to the Chief and will not be expected to perform tasks that they do not feel safe doing.

Any physical injuries received outside of duties for Kronenwetter Fire Dept or major illnesses that do not allow a member to perform the job functions as could be assigned will be required to have a signed work release from their physician to return to full duty prior to responding to any activities of the Kronenwetter Fire Department. See following work release document.



## **Kronenwetter Fire Dept.**

1582 Kronenwetter Dr. 715-693-4200  
Kronenwetter WI. 54455

To whom it may concern,

It is the practice of the Kronenwetter Fire Dept., that when a member is returning to duty from an injury leave, with a light duty slip, we inform the physician of the minimum physical requirements for active duty. We also request the physician sign below acknowledging either approval or denial of return to full duty.

Thank you,

Chief  
Kronenwetter Fire Dept


### **MINIMUM REQUIREMENTS FOR ACTIVE DUTY**

1. Ability to lift and carry 75 lbs.
2. Ability to wear firefighting clothing and SCBA (approximately 65 lbs)
3. Ability to carry equipment (ladders, fans, generators, etc...)
4. Ability to safely drive emergency vehicles.

In my opinion, \_\_\_\_\_ is **able / not able** to return to duty at this time.

\_\_\_\_\_  
Physician's Signature

\_\_\_\_\_  
date

VILLAGE OF KRONENWETTER FIRE DEPARTMENT	
	SOG Title: Safety Culture
	SOG: 108
	Original Date: 1/1/2023
	Revision Date:

## Safety Culture

**Purpose:**


To promote and establish a safety conscious attitude and encourage reporting and acting on safety hazards.

**Procedure:**

Emergency services are steeped in tradition, which, for the most part, is a good thing. Many tradition-rich organizations have deeply held beliefs and may be slow or even resistant to change. Emergency services organizations (ESOs) face challenges when attempting to change or enhance their work culture, with respect to safety, operations, or personnel relations. Given the high risk and high stakes work environment, ESOs that remain static may be more vulnerable to work-related accidents, injuries, fatalities, and lawsuits.

Safety is the most important factor in an effective firefighting or rescue operation. Adherence to established safety practices, reporting of hazards and the use of good common sense are the best means for each individual to help prevent needless accidents. Basic safety guidelines in various functional areas and promotion of a safety conscious attitude and encourage the reporting of safety hazards are critical to success.



VILLAGE OF KRONENWETTER FIRE DEPARTMENT	
	SOG Title: Health and Safety
	SOG: 109
	Original Date: 1/1/2023
	Revision Date:

## Health and Safety

It is the policy of the Kronenwetter Fire Department to provide the highest level of safety and health for all members. The Department shall make every reasonable effort to provide a safe and healthy work environment, with the goal of the prevention and reduction of accidents, injuries and occupational illnesses. Appropriate training, supervision, procedures, program support and review shall be provided to achieve specific safety and health objectives in all functions and activities.

### Health and Safety Officer

- A. A Health and Safety Officer shall be appointed and will be responsible for managing the Departments safety program and shall report to the Fire Chief or his designee.
- B. The Health and Safety Officer duties shall include, but not be limited to:
  1. Chair the Safety Committee by preparing meeting agendas and notices.
  2. Act as the Incident Safety Officer at incidents, if needed.
  3. Provide input on equipment and protective clothing safety.
  4. Manage the safety inspection program.
  5. Assist with the investigation of all accidents, injuries and exposures.
  6. Maintain accident, injury, and exposure statistics.
  7. Make recommendations to reduce or eliminate accidents, injuries, or exposures.
  8. Provide for safety education to all Department members.
- C. The Health and Safety Officer qualifications.
  1. The Health and Safety Officer should have and maintain knowledge of current applicable laws, codes and standards regulating occupational safety and health to the fire service.
  2. The Health and Safety Officer will have and maintain knowledge of occupational safety and health hazards involved in emergency operations.
  3. The Health and Safety Officer will have and maintain knowledge of current principles and techniques of safety management.
  4. The Health and Safety Officer will have and maintain knowledge of current health maintenance and physical fitness issues that affect the fire service members.
- D. The Health and Safety Officer will have the responsibility to identify and cause correction of safety and health hazards.
- E. The Health and Safety Officer will have the authority to cause immediate correction of situations that create an imminent hazard to members.
- F. Where no imminent hazards are identified, the Health and Safety Officer shall develop actions to correct the situation within the administrative process of the Department. The Health and Safety Officer shall have the authority to bring notice of such hazards to whomever has the ability to cause correction.
- G. Functions of the Health and Safety Office may include, but not be limited to:
  1. Development, implementation, and management of a written risk management plan.
  2. Development, review and revision of rules, regulations and standard operating procedures pertaining to the Department occupational safety and health program and that ensure compliance to acceptable standards.
  3. Ensure training in safety procedures relating to all Department operations and functions is provided to all members.

4. Manage an accident prevention program.
5. Review specifications for new apparatus, equipment, protective clothing and protective equipment for compliance with applicable safety standards.
6. Submit recommendations on occupational safety and health to the Fire Chief or his/her designee.
7. Ensure that the Departments infection control program meets or exceeds the requirements of 29 CFR 1910.1030, Occupational Exposure to Bloodborne Pathogens
8. Establish a critical incident stress management program.


### **Incident Safety Officer**

- A. An Incident Safety Officer should meet the following requirements:
  1. Will have the knowledge, skill and ability to manage incident scene safety.
  2. Will have and maintain a knowledge of safety and health hazards involved in emergency operations.
  3. Will have and maintain a knowledge of building construction.
  4. Will have and maintain a knowledge of the Departments Personnel Accountability System.
  5. Will have and maintain knowledge of incident scene rehabilitation.
  
- B. The Incident Safety Officer will have the authority at an emergency incident where activities are judged by the Officer to be unsafe or to involve an imminent hazard, have the authority to alter, suspend, or terminate those activities. The Incident Safety Officer will immediately inform the Incident Commander of any actions taken to correct imminent hazards at the emergency scene.
  
- C. At an emergency incident where an Incident Safety Officer identifies unsafe conditions, operations, or hazards that do not present an imminent danger, the Incident Safety Officer shall take appropriate action through the Incident Commander to mitigate or eliminate the unsafe condition, operation, or hazard at the incident scene.
  
- D. Functions of the Incident Safety Officer will include, but not be limited to:
  1. Be integrated with the incident management system as a command staff member
  2. Shall monitor conditions, activities and operations to determine whether they fall within the criteria as defined in the Departments risk management plan
  3. Will ensure that the Incident Commander establishes an incident scene rehabilitation tactical level management unit during emergency operations
  4. Will monitor the scene and report the status of conditions, hazards and risks to the Incident Commander
  5. Will ensure that the Departments Personnel Accountability System is being utilized
  6. Will obtain the incident action plan from the Incident Commander and will provide the Incident Commander with a risk assessment of incident scene operations
  7. Ensure that established safety zones, collapse zones hot zone and other designated hazard areas are communicated to all members present on scene
  8. Will evaluate motor vehicle scene traffic hazards and apparatus placement and take appropriate actions to mitigate hazards
  9. Monitor radio transmissions and stay alert to transmission barriers that could result in missed, unclear or incomplete communication
  10. Survey and evaluate the hazards associated with the designation of a landing zone and interface with helicopters
  11. Shall ensure that a Rapid Intervention Team is available and ready for deployment
  12. Where a fire has involved a building or buildings, shall advise the Incident Commander of hazards, potential collapse, and any fire extension in such building(s)
  13. Will evaluate visible smoke and fire conditions and advise the Incident Commander, tactical level management unit officers and company officers on the potential for flashover, backdraft, blow-up or other fire event that could pose a threat to operating teams

14. Monitor accessibility of entry and egress of structures and the effect it has on the safety of members conducting interior operations
15. Assist with safety management of Hazardous Materials events

#### **Health and Safety Committee**

- A. The Health and Safety Committee will provide policy guidance pertaining to health and safety issues.
- B. The Health and Safety Officer shall report bi-annually to the Health and Safety Committee on the impact and implementation of the Safety Program and on the effectiveness of any specific program actions.
- C. The Health and Safety Committee will also act as a fact-finding and review entity with the authority to cause immediate corrective action when any hazardous condition or practice is detected or reported.
- D. The Health and Safety Committee will:
  1. Meet at least bi-annually to review safety issues and concerns.
  2. Review effectiveness of safety activities.
  3. Develop and implement safety procedures.
  4. Make a written record of its meetings available to all fire fighters in the fire department.
- E. The Health and Safety Committee may include:
  1. Fire Chief
  2. Assistant Fire Chief
  3. Department Training Officer
  4. Health and Safety Officer
  5. Incident Safety Officers
  6. Firefighters

VILLAGE OF KRONENWETTER FIRE DEPARTMENT	
	SOG Title: Exposure Control
	SOG: 110
	Original Date: 1/1/2023
	Revision Date:

## Exposure Control

**PURPOSE:** The Department recognizes the potential for transmission of certain bloodborne infections to firefighters through contact with blood and body fluids and requires that specific precautions to minimize the risk of exposures. Universal precautions as defined below will be used where there is potential exposure to blood or body fluids to protect firefighters, patients, and citizens against the spread of infectious diseases.

**POLICY:** The Kronenwetter Fire Department recognizes that communicable disease exposure is an occupational health hazard. Communicable disease transmission is possible during any aspect of operations including emergency response, training and while in the station.

It is the Department's policy to:

- A. Provide services to all persons requiring them without regard to known or suspected diseases in any patient.
- B. Regard all patient contacts as potentially infectious and to always take universal precautions.
- C. Provide Department personnel with the necessary training, immunizations, and protective equipment to reduce the risk to firefighters and members of the public.
- D. Recognize the need for infection controls in the workplace.
- E. Prohibit discrimination of any Department member based on infection with HIV or HBV virus.
- F. Regard all Department personnel medical information as confidential.

### DEFINITIONS:

**Blood:** Human blood, human blood components and products made from human blood.

**Bloodborne Pathogens:** Pathogenic microorganisms that are present in human blood that can cause disease in humans. These pathogens include but are not limited to Hepatitis B Virus (HBV) and Human Immunodeficiency Virus (HIV).

**Contaminated:** The presence or the reasonably anticipated presence of blood or other potentially infectious material on an item.

**Contaminated Laundry:** Laundry which has been soiled with blood or other potentially infectious materials or that may contain sharps.

**Decontamination:** The use of physical or chemical means to remove, inactivate, or destroy bloodborne pathogens on a surface or item to the point where they are longer capable of transmitting infectious particles and the surface or item is rendered safe for handling, use or disposal.

**Engineering Controls:** Controls (e.g., sharps disposal containers, self-sheathing needles) that isolate or remove the bloodborne pathogens hazard from the workplace.

**Exposure Incident -** A specific eye, mouth, other mucus membrane, non-intact skin, or other contact with blood or potentially infectious materials that results from the performance of duties.

**HBV:** Hepatitis B Virus

**HIV:** Human Immunodeficiency Virus

**Occupational Exposure:** Reasonably anticipated skin, eye, mucus membrane or parenteral contact with blood or other potentially infectious materials that may result from performance of an employee's duties.

**Other Potentially Infectious Materials (OPIM):**

- A. The following human fluids: semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva in dental procedures, any body fluid that is visibly contaminated with blood, and all body fluids where it is difficult or impossible to differentiate between body fluids.
- B. Any unfixed tissue or organ (other than intact skin) from human (living and dead).
- C. HIV containing cell or tissue cultures, organ cultures, and HIV or HBV containing medium or other solutions; and blood, organs, or other tissues from experimental animals infected with HIV or HBV.

Parenteral: Piercing mucus membranes or the skin barrier through needle sticks, human bites, cuts, abrasions, etc.

Personal Protective Equipment: Specialized clothing or equipment worn for protection against a communicable disease. . Personal protective equipment will be considered "appropriate" only if it does not permit blood or other potentially infectious materials to pass through to or reach the employee's work clothes, street clothes, undergarments, skin, eyes, mouth, or other mucous membranes under normal conditions of use and for the duration of time which the protective equipment will be used.

Source Individual: An individual, living or dead, whose blood or other potentially infectious materials may be a source of exposure.

Sterile: The use of a physical or chemical procedure to destroy all micro-organisms including highly resistant bacteria.

Universal precautions: An approach to infection control which calls for all human blood and certain body fluids to be treated as if they are known to be infectious for HIV, HBV and other pathogens.

Workplace Controls: Controls that reduce the likelihood of exposure by altering the way a task is performed.

## **OCCUPATIONAL EXPOSURE CONTROL PLAN**

### **Exposure Determination**

All personnel within the Kronenwetter Fire Department, who are involved in firefighting, hazardous material incident control, rescue, or emergency medical services may be exposed to blood and other potentially infectious materials.

### **Methods of Compliance**

- A. Universal precautions shall be observed to prevent contact with blood and other potentially infectious materials. All body fluids shall be considered potentially infectious materials.
- B. Work Practices
  - 1. Impervious gloves will be worn for all patient/victim contact. Gloves will be worn for touching blood and body fluids, mucus membranes or non-intact skin of all patients, for handling items soiled with blood or body fluids, and for performing all cleaning of soiled surfaces. Gloves are to be removed and hands washed after contact with each patient or each use for cleaning or handling potentially infectious materials.
  - 2. All firefighters will wash hands and exposed skin with soap and water when feasible, or flush mucus membranes with water as soon as practical following contact with potentially infectious materials.
  - 3. Hands must be washed for a minimum of 15 seconds after doffing gloves, before eating or preparing food, and after contact with body fluids, mucus membranes or broken skin.
  - 4. When hand washing is not possible, firefighters will clean their hands with an antiseptic towel or hand cleanser, and then wash their hands with soap and water at the earliest possible time.
  - 5. Any other skin, mucus membrane, or body area that has come in contact with potentially infectious material must be washed as soon as possible.

6. Immediately after use, sharp items such as needles and lancets shall be placed in a leak-proof, puncture-resistant container. Contaminated sharps shall not be recapped or otherwise manipulated by hand. Whenever possible, firefighters will leave handling and disposal of sharps to EMS. When firefighters must dispose of sharps or contaminated broken glassware, all handling will be with tongs or forceps. Glass can also be cleaned up with a brush and dustpan.
  7. All procedures involving blood or OPIM shall be performed to minimize splashing and spattering.
  8. Infectious waste, any disposable item which comes in contact with body fluids, shall be handled with gloves and shall be placed in an impermeable red bag.
  9. No potentially infectious waste will be left at the scene of an incident.
  10. A needle stick/sharps injury shall be documented and shall include the following information for each incident:
    - Date of the incident
    - Type and brand of sharp involved
    - Department or area of incident
    - Description of the incident
- C. Personal Protective Equipment (PPE)
1. When PPE is removed it shall be, decontaminated or disposed of in an appropriate container.
  2. Impervious gloves will be worn for all patient/victim contact. Gloves must be worn for touching blood and body fluids, mucus membranes or non-intact skin of all patients/victims, and for cleaning of soiled surfaces. Replace gloves if torn, punctured or contaminated, or if their ability to function as a barrier is compromised
  3. Never wash or decontaminate disposable gloves for reuse
  4. Gloves are to be removed and hands washed after contact with each patient or each use for cleaning or handling potentially infectious items.
  5. Structural firefighting protective clothing will be worn for all incidents requiring this protection.
  6. Masks shall be worn in combination with goggles or glasses with solid side shields whenever droplets of blood or OPIM may be splashed in the eyes, nose, or mouth. Face shields on structural firefighting helmets shall not be used for exposure control; however, SCBA masks are acceptable.
  7. Gowns or structural firefighting gear shall be worn during procedures that are likely to generate splashes of blood or other body fluids.
- D. Equipment Cleaning
1. Routine cleaning of equipment is necessary.
  2. Vehicles, tools and other equipment that is exposed to body fluids will be cleaned with soap and water followed by an antiseptic cleaner .
- E. Contaminated materials shall be handled as little as possible. When handling contaminated linen or towels, firefighters will wear non-latex gloves and other appropriate PPE. All soiled linen shall be placed in red bags that prevent leakage.
- F. Disposal of Waste
1. All biohazardous waste will be placed in red plastic bags or labeled sharps containers. Biohazard bags will be red in color or affixed with a biohazard label.
  2. Whenever possible, contaminated waste will be given to an on-scene EMS crew for disposal.
  3. Waste not given to an on-scene EMS crew will be transported back to the fire station in a non-passenger area of the vehicle.
  4. The waste will then be double bagged, the bags sealed and placed in the station's outside trash container.
- G. Hepatitis B Vaccination
1. All personnel who are at risk to occupational exposure will have the Hepatitis B vaccination, post exposure evaluation and follow up made available at no cost.
  2. The Hepatitis B vaccination will be available after the firefighter receives training on the Hepatitis B vaccine, its safety, method of administration, the benefits of being vaccinated,

and within ten working days of initial shift assignment (career personnel) or station acceptance (volunteer personnel). The vaccination will not be given to anyone who has received the complete Hepatitis B vaccination series, or if antibody testing shows that the firefighter is immune. If the individual is allergic to yeast, an alternate Hepatitis B vaccine will be offered.

#### H. Post-Exposure Evaluation and Follow-up

1. Following a report of an exposure incident, the employer shall make immediately available to the exposed employee a confidential medical evaluation and follow-up, including at least the following elements:
  - a. Documentation of the route(s) of exposure, and the circumstances under which the exposure incident occurred;
  - b. Identification and documentation of the source individual, unless the employer can establish that identification is infeasible or prohibited by state or local law
  - c. Collection and testing of blood for HBV and HIV serological status;
    - i. The source individual's blood shall be tested as soon as feasible and after consent is obtained in order to determine HBV and HIV infectivity. If consent is not obtained, the employer shall establish that legally required consent cannot be obtained. When the source individual's consent is not required by law, the source individual's blood, if available, shall be tested and the results documented.
    - ii. When the source individual is already known to be infected with HBV or HIV, testing for the source individual's known HBV or HIV status need not be repeated.
    - iii. Results of the source individual's testing shall be made available to the exposed employee, and the employee shall be informed of applicable laws and regulations concerning disclosure of the identity and infectious status of the source individual.
    - iv. After consent is obtained, the exposed employee's blood will be collected as soon as feasible and tested. If the employee consents to baseline blood collection but does not consent at that time for HIV serological testing, the sample will be preserved for at least 90 days. If, within 90 days of the exposure incident, the employee elects to have the baseline sample tested, such testing will be done as soon as feasible.

#### I. Information and Training

1. All personnel with the potential for occupational exposure shall participate in an exposure control training program.
2. The training will be provided annually.
3. The training program shall contain at least the following elements.
  - a. Information on the where to obtain a copy of OSHA's Bloodborne Pathogens Standard, 29 CFR 1910.1030,
  - b. A general explanation of the symptoms of bloodborne diseases.
  - c. An explanation of the modes of transmission of bloodborne pathogens.
  - d. An explanation of this exposure control plan and fact that a copy of the policy will be included in the SOG manual.
  - e. Training in recognizing activities that may involve exposure to blood or OPIMs.
  - f. An explanation of methods and their limitations for reducing exposure including appropriate engineering controls, work practices, and PPE.
  - g. Information on the types, proper use, location, removal, handling, decontamination and disposal of PPE.
  - h. Instruction on how to select PPE for different situations.
  - i. Information on the Hepatitis B vaccine, including its effectiveness, safety, method of administration, the benefits of being vaccinated, and the fact that the vaccination is offered at no charge to firefighters.
  - j. Information on the appropriate actions to take and persons to contact in an emergency involving blood or OPIMs.

- k. An explanation of the procedure to follow if an exposure incident occurs, including the method of reporting the incident and the medical follow-up that will be made available.
  - l. Information on the post-exposure evaluation and follow up provided for the firefighter following an exposure.
  - m. An explanation of the labels and color coding required by the exposure control plan.
  - n. An opportunity for interactive questions and answers with the person conducting the training session.
- J. Training Records
- 1. Training records shall include the following information:
    - a. The dates of the training.
    - b. A summary of the training.
    - c. The names and qualifications of the persons conducting the training.
    - d. The names and job titles of all persons attending the training.
  - 2. Training records shall be maintained for three years from the date on which the training occurred.

## **Responsibilities**

- A. The Chief of Department has overall responsibility for the operation of the Fire Department and for the Exposure Control Plan.
- B. The Department Safety Committee has responsibility for reviewing and updating this plan, for reviewing administration of the infection control program and for making recommendations to the Fire Chief for improvements in procedures, equipment and training that will minimize the risk of occupational exposure.
  - 1. The committee will meet at least annually to review the status of the infection control program and more often as needed.
  - 2. The committee will conduct an annual evaluation and review the effectiveness of this exposure control plan and will coordinate corrective action and update the plan as needed.
  - 3. Written notes of all meetings will be maintained.
  - 4. Officers are responsible within the chain of command for following and enforcing infection control procedures in all phases of their areas of control.
  - 5. All other personnel are responsible for complying with the infection control plan and with the training received.



Infectious Exposure Form

Date of Report: \_\_\_\_\_ Telephone No.: \_\_\_\_\_

Exposed Member's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Patient's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_

Suspected/Confirmed Disease: \_\_\_\_\_

Hospital Destination: \_\_\_\_\_ Transported By: \_\_\_\_\_

Exposure Date: \_\_\_\_\_ Exposure Time: \_\_\_\_\_ Incident No.: \_\_\_\_\_

Incident Type (e.g. medical MVA, trauma): \_\_\_\_\_

Type of Exposure (e.g. needle stick) & Body Fluid Exposed To: \_\_\_\_\_

Which parts of your body exposed? Be specific: \_\_\_\_\_

\_\_\_\_\_

Any open wounds, sores, rashes exposed? Be specific: \_\_\_\_\_

\_\_\_\_\_

How did the exposure occur? Be specific: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_


Was medical treatment sought? \_\_\_\_ Yes \_\_\_\_ No

If so, where and when (date): \_\_\_\_\_

Chief Officer & EMS Coordinator Notified? Yes \_\_\_\_ No \_\_\_\_ When? \_\_\_\_\_

Chief Officer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Member's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

VILLAGE OF KRONENWETTER FIRE DEPARTMENT	
	SOG Title: Eye Protection
	SOG Number: 111
	Original Date: 1/1/2023
	Revision Date:

## Eye Protection

**Purpose:**


To provide a guideline for the use of eye protection.

**Procedure:**

- All members shall be supplied with eye protection that meets or exceeds ANSI standards.
- Eye protection shall be consistent with three basic types:
  - SCBA face mask with the regulator attached and shall be considered full-face protection.
  - Helmet shields in the down position and shall be considered partial eye and face protection. Protective glasses must be worn in conjunction with helmet shields in the down position to provide a sufficient level of protection.
  - Protective glasses will provide protection against flying solids and dangerous liquids.
- It shall be the responsibility of officers to ensure that the level of protection utilized corresponds with the hazards encountered.

**Incident Types**

- Motor Vehicle Accidents/Extrication.
  - All personnel on the scene where power tools are in operation shall wear, at a minimum, protective glasses. Personnel actively utilizing power tools shall use partial face protection.
- Medical Emergency Incidents.
  - Eye protection shall be worn by all personnel involved in patient care in conjunction with the Blood Borne Pathogen Policy.
  - Eye protection level may be modified after the initial contact with the patient has determined splashing of body fluids is not expected.
- Miscellaneous
  - Eye protection shall be worn by personnel whenever the following is encountered:
    - Utilizing hydraulic equipment.

VILLAGE OF KRONENWETTER FIRE DEPARTMENT	
	SOG Title: FIT Testing
	SOG: 112
	Original Date: 1/1/2023
	Revision Date:


## FIT Testing

**PURPOSE:** To conduct fit testing routinely and properly for use of protective breathing equipment.

**Procedure:**

**Fit Test**

1. Using the subject, put on and fit check the respirator per the instructions provided with the respirator.
2. After fit tester is connected to facepiece ask the test subject to perform the following test exercises:
  - a. Face Forward
  - b. Bend Over
  - c. Shake Head
  - d. Redon 1
  - e. Redon 1
3. A fit test factor of 500 is needed to pass the test.

VILLAGE OF KRONENWETTER FIRE DEPARTMENT	
	SOG Title: Hearing Protection
	SOG: 113
	Original Date: 1/1/2023
	Revision Date:

## Hearing Protection

**Purpose:**

To provide hearing protection in all situations that exceeds 90 decibels (dBA).

**Scope:**

All personnel who operate power tools or operate in environments where the noise level exceeds 90 dBA.

**Responsibility:**

It is the responsibility of personnel who operate power tools or other operations MUST wear hearing protection when 90 dBA is exceeded

**Procedure:**

Hearing protection shall be provided and kept on apparatus which operates or carries power tools and equipment that exceeds 90 dBA when used.

Hearing protection shall be worn by personnel during all operation of power tools and equipment which exceeds 90 dBA.


- Operation includes all maintenance or testing procedures during non-emergency functions.
- This excludes emergency functions.

Hearing protection equipment shall be cleaned following use or as needed.

- Units shall be cleaned by wiping with a clean cloth and warm soapy water or disinfectant

Hearing protection is indicated for use with the following power tools and equipment:

- Chain saws - 93 to 116 dBA
- Circular saws - 100 to 112 dBA
- Extrication Tool (2 cycle) - 100 dBA
- Generators - 100 to 105 dBA
- Any other environments where ambient noise exceeds 90 dBA

VILLAGE OF KRONENWETTER FIRE DEPARTMENT	
	SOG Title: Lifting Safely
	SOG: 114
	Original Date: 1/1/2023
	Revision Date:

## Lifting Safely

### **Purpose:**

To provide guidance on proper lifting techniques and related back injury prevention tips.

### **Procedure:**

Lifting and moving patients, equipment and tools are part of an emergency service worker's job. It is therefore important to understand the risk factors involved in performing these tasks and how to minimize injury potential.

#### **Back Injury Risk Factors**

The risk factors associated with back injuries come from a combination of factors. To reduce the work-related risks of lifting and moving items and/or patients, consider the following factors when designing, planning and organizing work tasks:

- Limit the object's weight to a maximum of 50 pounds (whenever possible).
- Reduce the reaching distance.
- Keep the heaviest side of the load next to the body.
- Adopt a stable position with feet apart and one leg slightly forward to maintain balance.
- Use a handle for a secure grip or hug the load as close to the body as possible, balance the weight on both arms.
- Start the lift as close to waist height as possible.
- End the lift as close to waist height as possible.
- Maintain posture with slight bending of the back, hips and knees; lift the load as the legs begin to straighten (**lift with the legs, not with the back**).
- Avoid twisting the torso. If turning is required, move the feet as the object/patient is carried.
- Reduce the number of times a lift must be repeated.

#### **Back Injury Risk Reduction Tips**

Workers and their employers have an opportunity to reduce the risk of back injury before, during and at the end of a lifting task. For in-station tasks, and where possible in the field, consider the following lifting tips.

#### **Before the Lift**

- Determine if the object can be lifted with a mechanical assist.
- Evaluate the weight and determine if assistance from a co-worker is needed.
- Move other items out of the way to get as close to the item as possible.
- Organize work areas so items are not stored on the floor.
- Arrange storage areas so items are not stored above shoulder level.
- Clear the pathways so adequate space is available to set the item down easily.
- Store items in containers with good handles or find a spot to grasp the item securely.

#### **During the Lift**

- Only carry one item at a time for better visibility.
- Secure a stance and put one foot beside the item if possible.
- Beginning the lift:
  - Keep the item close to the body.
  - Maintain balanced posture allowing for a slight bending of the back, hips and knees.
  - Lift the load as the legs begin to straighten.
- Move feet in the direction the item is being carried.

### Ending the Lift

- Keep the item close to the body as it is being placed.
- Move feet in the direction of where the object will be placed.
- Place the item on a surface at waist level (if possible).
- If lowering the item, position the feet with one foot beside where the item will be placed.
- If lifting the object above the waist:
  - Move body forward as the weight is lifted up and outward to reduce the reaching distance.
  - Use a ladder with handrails.

### Tips for Patient Handling

Handling and moving patients is one of the more difficult tasks undertaken by emergency service personnel. Moving and handling patients without the needed resources could put the patient and those attempting to move the patient at risk for injury. Consider the following best practices to help reduce these risks.

### Administrative Controls


- Identify and communicate the maximum weight that both the patient lifting equipment and ambulances can accommodate.
- Assess the patient's size and weight including the weight of the equipment.
- Assess the patient's ability to assist and support their own weight.
- Know the limitations of the patient transport equipment.
- Know who (and when) to contact for assistance.
- Provide for patient dignity and comfort where appropriate.
- Develop guidelines for assessing risks not directly related to patient health.

### Onsite Observations (based on established guidelines for scene assessment)

- Evaluate the weight and size limitations of stairs, steps, ramps, porches and decks.
- Identify hazards that may inhibit moving the patient safely (plush carpet, soft ground, inclined surfaces, narrow hallways, etc.).
- Evaluate walking surface conditions (grade, grounds, driveways and walks and interior floor finishes).
- Determine the adequacy of door opening(s).
- Evaluate the location of the patient.
- Evaluate the ability to get the patient handling/lifting equipment near the patient.
- Select and utilize the proper lifting device.

### Lifting and Moving the Patient

- Know each individual's physical abilities.
- Attempt to coordinate physical abilities with a partner and apply it to the situation accordingly.
- Think through the dynamics of the lift before attempting to move the patient.
- Lift as a team (communicate).
- Avoid awkward positions as much as possible and use leverage more than muscle strength.
- Use proper lifting techniques and keep the weight close to the lifter's body.
- Use nearby individuals to help facilitate patient transport such as holding doors open and moving items out of the way.
- Whenever possible, limit the lift to the patient and stretcher only. Utilize a follow-up lift for portable equipment such as a medical bag, oxygen and cardiac monitor.

VILLAGE OF KRONENWETTER FIRE DEPARTMENT	
	SOG Title: Decontamination Wipes
	SOG: 115
	Original Date: 1/1/2023
	Revision Date:

## Decontamination Wipes

### **Purpose:**

Decontamination wipes are specifically designed to remove soot and contamination from vulnerable skin areas which were exposed to fire by-products. The use of decontamination wipes are to be used on all affected areas of the skin immediately after exposure, including face, jaw angle, neck throat and groin. They can be used to remove potentially carcinogenic debris from protective equipment.


### **Procedure:**

Decontamination wipes are specifically designed to help remove carcinogens and contaminants from the skin. Utilizing decontamination wipes as soon as possible can help decrease dose and duration of exposure to contaminants and may reduce the risk of cancer. The following decontamination procedures can be used:

- All Personal Protective Equipment (PPE) including Self Contained Breathing Apparatus (SCBA) should remain on
- A gross contamination station should be utilized to remove contaminants from PPE while on scene
- Water should be sprayed in a top-down method to remove contaminants from PPE
- If available a 20" long handled scrub brush or other type of brush should be used to gently clean PPE
- If available, a PPE detergent should be used to clean PPE with gong brush
- Once gross decon of PPE is completed, remove helmet and SCBA
- Remove gloves
- Select the appropriate sized Decontamination Wipes for skin decontamination
- Clean hands with Decontamination Wipes
- Apply Nitrile of similar type of gloves to prevent cross-contamination or secondary exposure
- Use decontamination wipes to clean any exposed skin that is contaminated or may have been contaminated, such as face, ears, jaw, neck, throat, arms, underarms and wrists
- Remove bunker pants and boots, use care to prevent recontamination or secondary exposure
- Use decontamination wipes to clean any exposed skin that is contaminated of may have been contaminated, such as legs, ankles, and feet
- Dispose of used wipes and gloves properly
- Prevent recontamination or secondary exposure by preventing contact with contaminants or contaminated products
- Launder PPE and any contaminated uniforms or clothing
- Take a shower as soon as possible to further remove contaminants
- All equipment including SCBA, hand tools, ladders, etc., should be cleaned with an approved cleaner to prevent secondary exposure

Multiple decontamination wipes may be needed for decontamination depending on the size selected. Decontamination wipes are a single use product that should be discarded properly after use.

For best practices decontamination wipes should be used to remove as much soot as possible from the face, ears, neck, jaw, throat, arms, underarms, wrists, hands and all other contaminated areas while still on scene.

VILLAGE OF KRONENWETTER FIRE DEPARTMENT	
	SOG Title: Alcohol and Controlled Substance Misuse
	SOG: 116
	Original Date: 1/1/2023
	Revision Date:

## Alcohol and Controlled Substance Misuse

**PURPOSE:** To ensure no Kronenwetter Fire Department employee is under the influence of any effects of alcohol, controlled substances, or medications at any time while participating in any department activities.

**POLICY:** The Kronenwetter Fire Department believes that a healthy, competent workforce, working under conditions free from the effects of drug and alcohol is essential to the safe and effective provision of emergency services in our community, and to the safety of the individual members of the Fire Department.

The Kronenwetter Fire Department maintains a zero-tolerance policy regarding the use of alcohol and/or drugs. It is the policy of the department that no member shall respond to or sign-in for incident responses or perform any functions for the Fire department when the member uses or is under the influence of any controlled substance or alcohol.

### Definition of Fire Department Functions

For the purposes of this policy, the definition of fire department functions includes all fireground operations and training. These functions include, but are not limited to:

- driving and/or operating Department apparatus, vehicles, or equipment
- responding to or performing fireground, training, or roof operations
- traffic control operations
- incident command or fireground sector command
- mandatory/non-mandatory drills and testing
- participation in fire department training activities
- participation in any other activity where the member is serving as a representative of the department, either officially or unofficially

### Prohibited Conduct


No member shall participate in or perform any functions for or on behalf of the Kronenwetter Fire Department after having consumed any alcoholic beverage within the previous eight-hour period or while under the influence of alcohol.

**Testing Requirements:** To ensure the safe and effective provision of emergency services in our community, and the safety of individual members of the Fire Department, the Fire Department intends to test firefighters for the presence of alcohol and/or controlled substances, as a condition of membership as a firefighter in the Department.

The Fire Department may require the collection and testing of samples for the following purposes:

- Investigation of a vehicular accident involving department's apparatus or vehicles or personal vehicle while traveling to or from a call
- Investigation of a fireground or training accident
- When there is a reasonable suspicion of alcohol and/or controlled substance use



VILLAGE OF KRONENWETTER FIRE DEPARTMENT	
	SOG Title: Equal Opportunity, Discrimination, and Harassment
	SOG: 117
	Original Date: 1/1/2023
	Revision Date:

## Equal Opportunity, Discrimination, and Harassment

The Kronenwetter Fire Department is an equal opportunity employer. Kronenwetter Fire Department prohibits, forbids, and does not tolerate discrimination against anyone on the basis of race, color, religion, sex, sexual orientation, age, national origin, veteran status, disability, or any other basis prohibited by applicable federal, state or local laws. All aspects of employment and membership within the Kronenwetter Fire Department will be governed on the basis of merit, competence, and qualifications. All members and applicants are guaranteed equal opportunities.

The most productive and satisfying work environment is one in which work is accomplished in a spirit of mutual trust and respect. Harassment is a form of discrimination that is offensive, impairs morale, undermines the integrity of employment relationships and causes serious harm to the productivity, efficiency and stability of our organization. The Kronenwetter Fire Department does not now, nor will ever endorse or condone any form of discrimination or harassment by any members.

All employees have a right to work in an environment free from discrimination and harassing conduct, including sexual harassment. Harassment on the basis of an employee's **race, color, creed, ancestry, national origin, age, disability, sex, arrest or conviction record, marital status, sexual orientation, membership in the military reserve or use or nonuse of lawful products away from work is expressly prohibited under this policy.** Harassment on any of these bases is also illegal under Section 111.31-111.39, Wisconsin Statutes.

**DEFINITION:** In general, harassment means persistent and unwelcome conduct or actions on any of the bases underlined above. Sexual harassment is one type of harassment and includes unwelcome sexual advances, unwelcome physical contact of a sexual nature or unwelcome verbal or physical conduct of a sexual nature.

**Unwelcome verbal or physical conduct of a sexual nature includes, but is not limited to**

- The repeated making of unsolicited, inappropriate gestures or comments.
- The display of offensive sexually graphic materials not necessary for our work.

**Harassment on any basis (race, sex, age, disability, etc.) exists whenever**

- Submission to harassing conduct is made, either explicitly or implicitly, a term or condition of an individual's employment.
- Submission to or rejection of such conduct is used as the basis for an employment decision affecting an individual.
- The conduct interferes with an employee's work or creates an intimidating, hostile or offensive work environment.

## RECOGNIZING HARASSMENT

Discrimination or harassment may be subtle, manipulative and is not always evident. It does not refer to occasional compliments of a socially acceptable nature. It refers to behavior that is not welcome and is personally offensive. All forms of gender harassment are covered. Men can be sexually harassed; men can harass men; Women can harass other women. Offenders can be fellow co-workers, Officers, Chiefs, and others.

### Some examples:

#### Verbal:

Jokes, insults and innuendoes (based on race, sex, age, disability, etc.), degrading sexual remarks, referring to someone as a stud, hunk or babe; whistling; cat calls; comments on a person's body or sex life, or pressures for sexual favors.

#### Non-Verbal:

Gestures, staring, touching, hugging, patting, blocking a person's movement, standing too close, brushing against a person's body, or display of sexually suggestive or degrading pictures, racist or other derogatory cartoons or drawings.

## COMPLAINT PROCEDURES

Any member or employee who believes he or she is being discriminated against or harassed, or any member or employee, who becomes aware of discrimination or harassment, should promptly notify his or her Officer or the Fire Chief. If the individual believes that the Officer is the harasser, another Officer or the Fire Chief should be notified. If the individual is uncomfortable discussing discrimination or harassment with his or her Officer or the Fire Chief, the individual should contact the Kronenwetter Police Chief.

Information on your right to file a state or federal harassment complaint is also available from:

State of Wisconsin Equal Rights Agency  
201 East Washington Avenue  
Madison, WI 53703  
Phone: (608) 266-6860  
<https://dwd.wisconsin.gov/er/>

US Equal Employment Opportunity Commission  
Reuss Federal Plaza  
310 West Wisconsin Avenue, Suite 500  
Milwaukee, WI 53203-2292  
1-800-669-4000  
<http://www.eeoc.gov>

Upon notification of a discrimination or harassment complaint, a confidential and impartial investigation will be promptly commenced and will include direct interviews with involved parties and where necessary with members or employees who may be witnesses or have knowledge of matters relating to the complaint. The parties of the complaint will be notified of the findings and their options.

## RETALIATION


Retaliation of any kind against any member or employee bringing a complaint or assisting in the investigation of a complaint is prohibited. Such member or employee may not be adversely affected in any manner related to their employment. Such retaliation is also illegal under [Section 111.322 \(2m\), Wisconsin Statutes](#).

**DISCIPLINARY ACTION**

The Kronenwetter Fire Department views discrimination, harassment, and retaliation to be among the most serious breaches of workplace behavior. Consequently, appropriate disciplinary or corrective action, ranging from a warning to termination, can be expected.

**FALSE COMPLAINTS**

Any complaint made by a member or employee of the Kronenwetter Fire Department regarding discrimination or harassment in the workplace, which is conclusively proved to be false, shall result in discipline. This discipline may include dismissal from employment. This section is not intended to discourage members or employees from making complaints regarding discrimination or harassment. However, false complaints adversely impact the workplace of the accused, even when disproved, and will not be tolerated.

VILLAGE OF KRONENWETTER FIRE DEPARTMENT	
	SOG Title: Disciplinary Process
	SOG: 118
	Original Date: 1/1/2023
	Revision Date:

## Disciplinary Process

Disciplinary action is taken to promote the efficiency of department operations. In exercising discipline, the department will give due regard to each member's legal rights and will ensure that disciplinary actions are based on objective considerations without regard to age, color, disability, national origin, political affiliation, race, religion, gender, sexual orientation, or other non-merit factors.

Where violations are reoccurring, the standard steps shall be followed. In cases requiring severe measures, one or more steps may be omitted:

- Warning Notice (verbal)
- Written Warning
- Suspense and Final Notice
- Removal from the department.

There will be three (3) classes of discipline. They are as follows:

- Class I: Immediate discharge.
- Class II: Written warning, suspension, termination
- Class III: Oral warning, written warning, suspension, termination

### Examples of Class I causes:

- Use or under the influence of drugs or alcohol while on duty.
- Theft of department property or another employee's property.
- Intentional destruction of department property.
- Falsifying reports.
- Gross insubordination such as refusal to work, threatening, abusing, or striking a superior.
- Striking or assaulting a fire fighter or bystander
- Lying or willfully omitting critical information on an application.


### Examples of Class II causes:

- Reckless driving of department vehicles.
- Disobeying traffic laws when responding to the hall.
- Negligent or careless use of department equipment.
- Failure to comply with published departmental or municipal rules or regulations.
- Fighting.

### Examples of Class III causes:

- Foul and/or abusive language
- Inefficient, incompetent, or negligent performance of work.
- Inability or failure to maintain satisfactory working relations with co-workers and/or citizens.

All warnings, oral and written, shall be documented. Copies of these warnings shall be given to the fire fighter, with a copy being kept in their personnel file.


VILLAGE OF KRONENWETTER FIRE DEPARTMENT	
	SOG Title: Code of Ethics
	SOG: 119
	Original Date: 1/1/2023
	Revision Date:

## Firefighter Code of Ethics

**I understand that I have the responsibility to conduct myself in a manner that reflects proper ethical behavior and integrity. In so doing, I will help foster a continuing positive public perception of the fire service. Therefore, I pledge the following...**

- Always conduct myself, on and off duty, in a manner that reflects positively on myself, my department and the fire service in general.
- Accept responsibility for my actions and for the consequences of my actions.
- Support the concept of fairness and the value of diverse thoughts and opinions.
- Avoid situations that would adversely affect the credibility or public perception of the fire service profession.
- Be truthful and honest at all times and report instances of cheating or other dishonest acts that compromise the integrity of the fire service.
- Conduct my personal affairs in a manner that does not improperly influence the performance of my duties or bring discredit to my organization.
- Be respectful and conscious of each member's safety and welfare.
- Recognize that I serve in a position of public trust that requires stewardship in the honest and efficient use of publicly owned resources, including uniforms, facilities, vehicles and equipment and that these are protected from misuse and theft.
- Exercise professionalism, competence, respect and loyalty in the performance of my duties and use information, confidential or otherwise, gained by virtue of my position, only to benefit those I am entrusted to serve.
- Avoid financial investments, outside employment, outside business interests or activities that conflict with or are enhanced by my official position or have the potential to create the perception of impropriety.
- Never propose or accept personal rewards, special privileges, benefits, advancement, honors or gifts that may create a conflict of interest, or the appearance thereof.
- Never discriminate on the basis of race, religion, color, creed, age, marital status, national origin, ancestry, gender, sexual preference, medical condition or handicap.
- Never harass, intimidate or threaten fellow members of the service or the public and stop or report the actions of other firefighters who engage in such behaviors.

Responsibly use social networking, electronic communications, or other media technology opportunities in a manner that does not discredit, dishonor or embarrass my organization, the fire service and the public. I also understand that failure to resolve or report inappropriate use of this media equates to condoning this behavior.


VILLAGE OF KRONENWETTER FIRE DEPARTMENT	
	SOG Title: Social Media & Electronic Devices
	SOG: 120
	Original Date: 1/1/2023
	Revision Date:

## Social Media and Electronic Devices

Recent current events have shown the ease at which sensitive or private information may be spread worldwide via electronic means and the internet in general. Something that may seem rather routine to us as the fire service may bring tremendous personal pain, anguish, and disgust to those not closely involved with our profession. To avoid serious damage to our reputations and to protect the privacy of those we serve:

- Personnel shall not use any personally owned devices to photograph, document, or record any emergency scene/incident while on-duty and in attendance as members of the Kronenwetter Fire Department at those scenes without prior authorization from Chief or Incident Command. For the purposes of this policy, personally owned devices include but are not limited to film cameras; digital cameras; video recording cameras and devices, cell phones and cell phone cameras.
- Personnel may photograph, document, or record emergency scenes utilizing department owned devices with proper authorization from the Fire Chief or Incident Commander of the scene. Any electronic media documenting the incident such as digital pictures, video or other records of the incident that are collected by any member of the department in this manner are and shall remain property of the department.
- Such electronic media and/or other documentation shall be for internal, investigative, or training uses and shall not be transmitted by any means outside the department unless expressly authorized by the Fire Chief or their designee. The Fire Investigator is authorized to transmit this type of information outside the department in association with an ongoing fire investigation as may be necessary as part of the fire investigation process.
- Fire department operations allow us access to situations, investigations, and crime scenes from which the media and press may be excluded due to operational, safety, or investigative reasons. As such, electronic media, information, and pictures gathered at emergency/incident scenes must be strictly controlled to be in accordance with HIPPA and other regulations so as not to jeopardize patient confidentiality; fire, accident, or crime scene investigations; or shine an unprofessional light on the department.
- Only Fire Department officers will be allowed to use helmet cameras/video devices on an emergency scene.
- The fire department is not responsible for any damage received to personal cell phones while on duty for Kronenwetter Fire Department.


Members who violate this policy will be subject to disciplinary action, up to and including suspension from the department.

VILLAGE OF KRONENWETTER FIRE DEPARTMENT	
	SOG Title: Personal Vehicle Response
	SOG: 121
	Original Date: 1/1/2023
	Revision Date:

## Personal Vehicle Response

**PURPOSE:** To ensure safe response of personnel to the fire station or an incident, for an emergency call.

**POLICY:** The driver of a private vehicle bears full responsibility for following safe driving practices. The laws of the State of Wisconsin and the Village of Kronenwetter governing any motor vehicle operation shall be followed. The use of any warning lights and/or sirens is NOT permitted in private vehicles. Firefighters are to respond to the fire station when at all possible. Personal vehicles should not be used to respond to highway emergencies unless already on the highway and passing the incident. Personnel arriving at a scene shall park on one common side to allow ample room for emergency response vehicles.

VILLAGE OF KRONENWETTER FIRE DEPARTMENT	
	SOG Title: Driver's License
	SOG: 122
	Original Date: 1/1/2023
	Revision Date:

## Driver's License

**PURPOSE:** To ensure that members of Kronenwetter Fire Department maintain a current unrestricted Wisconsin Driver's License and are legally able to operate fire department vehicles.


**POLICY:** All personnel must maintain a valid Wisconsin driver's license. This allows for the operation of emergency apparatus and vehicles of the Kronenwetter Fire Department.

Personnel must immediately notify the Fire Chief any time there is a change in status of their driver's license.

- Any member who has his/her license suspended shall notify the chief immediately and shall not be allowed to drive or operate a vehicle until his/her license has been restored.
- Failure to possess a valid driver's license shall be grounds for suspension.
- No KFD personnel shall drive any department vehicle, or any other vehicle covered by Village insurance policies, either in emergency or non-emergency mode, without possessing a valid driver's license.

KFD may periodically review the driving records of its personnel to determine the eligibility of drivers to operate department vehicles and apparatus.



VILLAGE OF KRONENWETTER FIRE DEPARTMENT	
	SOG Title: Driving Operations
	SOG: 123
	Original Date: 1/1/2023
	Revision Date:

## Driving Operations

**PURPOSE:** To establish safe operational practices for Kronenwetter Fire Department (KFD) personnel while operating department vehicles in both emergent and non-emergent situations without unnecessary danger to public or private property, or injury or death to civilians or fire department personnel.

**POLICY:** State and local laws may provide certain exemptions for authorized emergency vehicles from regular traffic laws when responding on emergencies. However, neither state or local laws nor these guidelines are intended to absolve an emergency vehicle driver of the responsibility of due regard for the safety of others on the road. When responding to an emergency it may be necessary to slow down or stop as necessary for the safety of others using the roadway. Drivers shall always maintain a speed consistent with the safe operation of the vehicle under prevailing road conditions. Drivers remain fully accountable and responsible for their actions. Drivers shall focus their full attention on the safe operation of the vehicle.

- **No Cell Phone usage:** Personnel shall not use cell phones to call, text or communicate in any way while driving a fire department vehicle. Usage of cell phones while operating a vehicle will be grounds for discipline.
- **Fire apparatus may only be operated by individuals meeting all the following requirements:**
  - Members of Kronenwetter Fire Department.
  - Members who have a valid driver's license.
  - Members who have successfully completed training for operation of the apparatus based on NFPA 1002- Standard for Fire Apparatus Driver/Operator Professional Qualifications (Trainee drivers may operate apparatus when under the supervision of a qualified driver.)
  - Members over the age of 18.
  - Members who have been approved by the Chief.
- **Before exiting from a fire station:**
  - The driver will ensure all apparatus compartment doors are securely closed.
  - Ensuring apparatus is unplugged.
  - All personnel are seat belted in proper locations.
  - Ensure apparatus bay door is raised fully and enough clearance is available to clear apparatus height.
  - Test brakes before entering street.

**Safe Driving:**

- All audible and visible warning devices shall be in operation when responding to an emergency incident unless requested as non-emergent.
- The driver shall maintain a speed that is safe under the prevailing conditions.
- When approaching a controlled intersection (i.e. stop sign, traffic light):
  1. The driver of an authorized emergency vehicle may proceed past a stop sign or red light only after slowing down or stopping to ascertain that the intersection is clear only if operating in emergency mode. During non-emergent travel all traffic control signals, signs and all laws must be obeyed.


- 2. The driver or an authorized emergency vehicle may disregard regulations governing the direction of movement and turning in specific directions as long as he/she does not endanger life and/or property.
  - School zone related driving:
    - 1. Observe the posted speed limit for school zones when children are present or when speed warning lights are flashing even when responding to an emergency with lights and sirens in use.
    - 2. Fire apparatus, both emergency and non-emergency traffic shall stop for school buses loading or unloading as indicated by the buses flashing lights and/or stop sign.
  - Upon first unit's arrival on an emergency scene:
    - 1. The scene should be evaluated.
    - 2. If the situation is not urgent, other responding units should be advised to continue to the scene "non-emergency mode" or disregard and return to their respective stations.
  - Drivers of fire apparatus shall be directly responsible for the safe and prudent operation of the vehicle at all times.
  - Any member of the Kronenwetter Fire Department who is involved in an accident while responding to an incident shall remain on the scene of the accident and immediately notify the proper authorities and Fire Chief.
- **Before entering a fire station:**
    - A Spotter should always be used when backing, if available.
    - Consideration must be taken for the possibility of pedestrians within the fire station.

- **Backing:**

When backing an apparatus, a minimum of one spotter shall be at the rear of the apparatus. The spotter(s) is/are responsible for guiding the Driver and ensuring that any potential hazards are avoided.

The spotter shall position themselves to have an unobstructed view and be in visual and voice/radio contact with the apparatus driver. Spotters shall not ride the tailboard while backing the apparatus. If the Driver loses visual contact with the spotter(s), the Driver shall stop the apparatus immediately. Vehicle mounted cameras or other devices are not a substitute for a spotter.

In situations where assistance is not available and the apparatus must be immediately moved, the Driver shall first walk completely around the apparatus before backing to ensure no obstructions will interfere with vehicle operation.

VILLAGE OF KRONENWETTER FIRE DEPARTMENT	
	SOG Title: Mandatory Seatbelts
	SOG: 124
	Original Date: 1/1/2023
	Revision Date:

## Mandatory Seatbelts


**PURPOSE:** To ensure safety to all members of Kronenwetter Fire Department (KFD) while riding in KFD vehicles/apparatus.

**POLICY:** The driver of any Kronenwetter Fire Department vehicle or apparatus shall be directly responsible for the safe operation of the vehicle. When the driver is under the direct supervision of an officer or acting officer, that officer or acting officer shall also assume responsibility for the actions of the driver.

Drivers shall not move fire department vehicles or apparatus until all persons are seated and secured with seat belts in approved riding positions.

All persons riding in fire department vehicles or apparatus shall be seated and secured by seat belts or safety harnesses at any time the vehicle is in motion. Riding on tail boards, side steps, running boards, or in any other exposed positions, or standing while riding shall be specifically prohibited.

Department members are exempt from wearing seat belts while actively performing emergency medical care while the vehicle is in motion, where requirements to be seated and restrained with seat belts would jeopardize patient care. The driver shall take extraordinary precaution in recognition of the additional danger that exists while driving with unrestrained member(s). All other persons in the vehicle shall be seated and restrained with seat belts in approved riding positions while the vehicle is in motion.

VILLAGE OF KRONENWETTER FIRE DEPARTMENT	
	SOG Title: Roadway Vests
	SOG:125
	Original Date: 1/1/2023
	Revision Date:

## Roadway Vests

**Purpose:**

To provide guidance for proper protection of personnel while on the scene of an incident through visibility utilizing reflective striping; and to reduce the risk of injury or death to personnel while working in or near traffic; to prevent death, injury, and property damage.

**Procedure:**

All personnel will don personal protective equipment (PPE) (coats, vests, pants) that meet or exceed the minimum requirements of reflective striping as established by the American National Standards Institute (ANSI)/International Safety Equipment Association (ISEA) 107 and the U.S. Department of Transportation's (DOT) Manual on Uniform Traffic Control Devices (MUTCD) Section 6E.02.

The ANSI/ISEA 207-2006 public safety vest standard was developed in response to public safety user group demand for a high visibility safety vest garment differentiated from ANSI/ISEA 107- 2004 compliant apparel. The primary distinction of the ANSI 207 standard is that the required fluorescent background material falls between ANSI 107 Class 1 and ANSI 107 Class 2. On November 24, 2008, a provision in the MUTCD went into effect requiring public safety officers, including volunteer firefighters and EMS personnel responding to an incident in the right-of-way of a federal aid highway, to wear a safety vest that meets the Performance Class II or III requirements of the ANSI/ ISEA 107-2004 publication. There is an exception for firefighters directly engaged in fire suppression, as the vests may catch fire or melt if exposed to flame.

Minimum requirements for ANSI/ISEA compliant garments include use of fluorescent yellow- green, orange-red, or red background material with 360-degree retro-reflective visibility. Garments should be labeled as compliant with ANSI/ISEA 107-2004 or ANSI/ISEA 207-2006.

**Definitions:**

**Class I** – safety vests when traffic speeds are less than 25 mph, workers are separated from approaching traffic and workers can give full attention to the traffic.


**Class II** – safety vests when traffic speeds exceed 25 mph, work takes place in or near moving traffic or during inclement weather, and workers' attention is occasionally diverted from traffic.

**Class III** – work environment is high task load, wide range of weather conditions, traffic can exceed speeds of 50 mph, the nature of the work forces the worker to utilize full range of motion, and workers' attention must be focused on the task.

**Personal Protection:**

MUTCD states that all workers shall wear bright, highly visible clothing when working in or near moving traffic. ANSI/ISEA 107 and 207 recommends specific types of reflective equipment be worn while working in or near moving traffic such as the following:

1. Emergency responders shall wear Class III Level III PPE garments while involved in vehicle extrication, fire suppression, accident clean up, or incident investigation that subjects ESO personnel to moving traffic.
2. Emergency responders who are involved in medial triage and stabilization and all other support functions are required to wear Class III Level II PPE.


VILLAGE OF KRONENWETTER FIRE DEPARTMENT	
	SOG Title: Emergency Vehicle Accidents
	SOG: 126
	Original Date: 1/1/2023

## Emergency Vehicle Accidents

**PURPOSE:** To ensure that members of Kronenwetter Fire Department understand the process to follow in the event of an accident with a vehicle owned by Kronenwetter Fire Department.

**POLICY:** If a member of Kronenwetter Fire Department is involved in an accident while operating an emergency vehicle the following must be followed:

- All accidents must be reported to the Fire Chief as soon as possible following the accident.
- Driver of the vehicle will be subject to alcohol and drug testing immediately following the accident unless injuries prevent immediate testing.
- Procedures to follow following an accident:
  - If enroute to an emergency scene, stop and discontinue the response and immediately notify dispatch and request an alternate piece of apparatus to be sent to the original alarm
  - Immediately stop the vehicle at the scene of the accident or as close as possible, render aid if necessary, and do not, under any circumstances, leave the scene of the accident.
  - Request emergency equipment to their location if needed, as well as the proper law enforcement agency to investigate the accident.
  - If injuries are present, necessary medical attention should be obtained immediately.
  - If the vehicle is damaged to the extent that towing is required, the Fire Chief will be contacted immediately.
  - If the vehicle can be driven, the Chief shall be notified as soon as possible to arrange for repairs.
  - Immediately following the accident upon return to the fire station the operator of the involved vehicle, along with all passengers, will create a written report of the accident.
  - If injuries were present a "First Report of Injury" form will be completed.
  - The Fire Chief shall be the only individual authorized to discuss accidents, injuries or near misses to agencies outside of Kronenwetter Fire Department.
- Failure to report any accident immediately will subject the fire dept member to disciplinary procedures, up to and including, termination from the department.
- A determination of a "preventable" accident will subject the employee to the disciplinary process, up to, and including, suspension from driving or termination of employment

VILLAGE OF KRONENWETTER FIRE DEPARTMENT	
	SOG Title: Injury Reporting
	SOG: 127
	Original Date: 1/1/2023
	Revision Date:

## Injury Reporting

**PURPOSE:** Provide the guidelines to report injuries obtained while performing functions as a member of the Kronenwetter Fire Department.

**POLICY:** If any member suffers an injury or illness, as a result of his or her duties while serving as a member of the Kronenwetter Fire Department, his/her medical expenses may be covered by the provisions of the Worker's Compensation Act. An injured or ill member must immediately notify his/her Commanding officer or Fire Chief of the injury/illness and incident and complete the injury/incident reporting form.

## Injury/Incident Reporting Form

Use this form to report any injury, illness, or incident that occurred while performing Fire Department related duties. Return the completed form to an Officer or the Fire Chief.

**This is documenting an:**

Injury/Illness     
  Incident     
  Observation

**Details of person injured or involved** (to be filled in by person injured / involved if possible)

Person Completing Report: \_\_\_\_\_ Date: \_\_\_\_\_

Person(s) Involved: \_\_\_\_\_

Equipment or Truck ID: \_\_\_\_\_

**Event Details**

Date of Event: \_\_\_\_\_ Location of Event: \_\_\_\_\_

Time of Event: \_\_\_\_\_ Witnesses: \_\_\_\_\_

**Description of Events** (Describe tasks being performed and sequence of events):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\*If more space is required please use the back of this sheet

**Was injury/incident caused by an unsafe act or an unsafe condition?** Please explain:


\_\_\_\_\_

\_\_\_\_\_

<b>TO BE COMPLETED ONLY IF INJURY</b>	
Type of injury sustained:	
Cause of injury:	
Was medical treatment or first aid necessary?	Yes _____ No _____ If yes, name of hospital or physician:  If First Aid, type of aid received:

Signature of Member/ Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Officer/Fire Chief: \_\_\_\_\_ Date: \_\_\_\_\_

VILLAGE OF KRONENWETTER FIRE DEPARTMENT	
	SOG Title: Apparatus and Equipment
	SOG: 128
	Original Date: 1/1/2023
	Revision Date:


## Apparatus and Equipment

**PURPOSE:** This standard establishes schedule for the inspection and maintenance of all apparatus and equipment owned or operated by the department. It ensures that emergency response vehicles are maintained in a constant state of readiness. It implements a preventative maintenance schedule for all apparatus and establishes procedures for the daily inspection of apparatus, equipment, and support vehicles.

**POLICY:**

- A. Apparatus and equipment shall be:
  - 1. Maintained in a constant state of readiness.
  - 2. Refueled whenever the fuel level drops to or is below 3/4 of a tank. Oil and ancillary fluid reservoirs shall also be kept full at all times.
  - 3. Kept clean at all times.
- B. All driving will be recorded in the vehicle's logbook to include date, mileage, driver, purpose of trip
- C. After each use
  - 1. Every vehicle used shall be inspected.
  - 2. The member performing the inspection shall correct the defects that are found provided that the member has the expertise, tools, and supplies to do so. The items that are corrected shall be documented and Officer in Charge notified.
  - 3. Defects that cannot immediately be corrected shall be reported to the Chief or Officer in Charge.
  - 4. If a defect requires that a vehicle be placed out of service, the person doing the Inspection shall notify the Chief or Officer in Charge immediately.
- D. Monthly Inspections.
  - 1. All apparatus and equipment used shall be inspected monthly. The member(s) performing the inspection shall record his/her findings on the appropriate vehicle check sheet. Date of inspection to be documented in the vehicle logbook.
  - 2. Refueled whenever the fuel level drops below ¾ of a tank. Oil and ancillary fluid reservoirs shall also be kept full at all times.
  - 3. All engine-powered equipment shall be started and ran for a minimum of three (3) minutes. Their fuel tanks shall always be full. The oil will be checked, and oil shall be added if necessary.



VILLAGE OF KRONENWETTER FIRE DEPARTMENT	
	SOG Title: Incident Command System
	SOG: 129
	Original Date: 1/1/2023
	Revision Date:

## Incident Command System (ICS)

**PURPOSE:** Command procedures are designed to offer a practical framework for emergency operations and to effectively integrate the efforts of all members, officers, and firefighters.

**GUIDELINE:** All members involved in emergency operations will be trained to the appropriate level in the National Incident Management System (NIMS.) Those who function in command staff positions shall train further to the advanced ICS levels.

The individual responsible for the overall management of the response is called the Incident Commander (IC). The IC is responsible for all aspects for the response, including developing incident objectives and managing all incident operations both written and verbal. The IC sets priorities and defines the ICS organization for the particular response. Even if other positions are not assigned, the IC will always be designated.

The IC is faced with many responsibilities when he/she arrives on scene. Unless specifically assigned to another member of the command staff, these responsibilities remain with the IC.

### Responsibilities of Command

- Stabilize the incident and provide for life safety
- Conservation of property
- Conservation of environment
- Remove endangered occupants and treat injured
- Assure the safety and welfare of department personnel

### Function of Command

- Assume Command
- Size up the incident
- Evaluate Conditions
- Develop a plan
- Assign units
- Provide continuing command
- Request additional units
- Disregard and return units to service
- Terminate Command

### Assumption of Command

This section will determine whose responsibility it is to assume command and the method in which it is performed, and it will indicate the information that must be transmitted by the first arriving units as well as the duties of the first arriving units.

- Command shall be instituted at all incidents regardless of urgency.
- The highest-ranking officer on the first arriving unit shall assume command.
  - Until a unit arrives on the scene, all authority shall be assumed by the highest-ranking responding officer or member.
- The initial arriving officer shall relay to the dispatch center a preliminary report, consisting of the following information:
  - An arrival at “state the location”.
  - Supply a brief description of the incident and report conditions found

- Indicate the strategic command mode — 1) Offensive 2) Defensive 3) Investigation (these modes are for structure responses).
- At all non-structure responses, the first arriving company will identify itself as the incident commander (IC).
- Medical emergencies
  - When the ambulance is on scene with another unit, the ambulance shall not assume command.
  - No decisions shall be made by the incident commander at medical emergencies that may affect patient care without consulting with the medical provider on scene that maintains the highest level of certification.
- Motor Vehicle Accidents
  - The first arriving unit on scene other than the ambulance will assume command and announce this on the radio by stating they are “incident location IC”

**Staging**

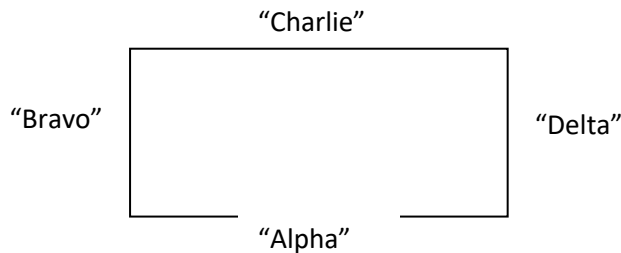
To standardize the actions of companies as they arrive on the incident scene by assigning first arriving companies’ duties and have all remaining companies stop and remain intact for orders prior to deployment. The use of staging will prevent unanticipated deployment, increase fire fighter safety, and guarantees the IC that ample resources are on scene to manage the incident if necessary.

**Transfer of Command:**

- Transfer of command will be face to face and include the following information:
  - Status of current situation
  - Resources committed to the incident and responding, as well as present incident command organizational structure
  - Assessment of present effect of tactical operations
- When a transfer occurs at any incident, it shall be announced over the radio

**Standard Geographic Designation System**

Purpose: To divide and indicate separate positions of an incident or structure for location. An incident or structure will be divided into the following alpha designations:




Floors will be designated from the basement to the highest floor, is.

- Third Floor
- Second Floor
- First Floor
- Basement

**Termination of an Incident**

Purpose: To develop a standard operating guideline for terminating command.

- Incident Command is terminated when the last unit leaves the scene.
- Units should report to the communications center that the incident is terminated and the scene has been turned over to i.e., the Property Owner or Police.
- False alarms, good intent, or system malfunctions.
- As soon as the IC has determined and verified the situation is a non-emergency incident, all responding units should be returned.

VILLAGE OF KRONENWETTER FIRE DEPARTMENT	
	SOG Title: Communications
	SOG: 130
	Original Date: 1/1/2023
	Revision Date:

## Communications

**PURPOSE:** To standardize and provide a guideline for the use of communications within the Kronenwetter Fire Department.

A reliable communications system is essential to obtain information on emergencies, and to direct and control our resources responding to those situations. A department's communication system can set the stage for efficient actions and improve effectiveness of tasks being performed on emergency scenes.

### Procedure:

#### Radio Frequencies

- County Fire — Primary dispatch channel.
- County Page – Channel that Marathon County utilizes to page or alert agencies of calls
- Fire Ground — Channel utilized at individual incidents for communications between personnel and apparatus. The use of this channel allows minimal radio traffic on County Fire.
  - FG Blue
  - FG White
  - FG Red
  - FG Gold
  - FG Black
  - FG Gray
- Mutual Aid Radio Channels (MARC) — Channels utilized across the state by public safety departments.
  - MARC 1 – All Public Safety Agencies
  - MARC 2 – All Public Safety Agencies \*
  - MARC 3 – Fire/Rescue/EMS
  - MARC 4 – Fire/Rescue/EMS

\* MARC 2 will be utilized for helicopter landing zone coordination
- Mutual Aid Box Alarm System (MABAS) Radio Channels – Channels utilized for MABAS Incidents throughout the State.
  - IFERN
  - IFERN 2

#### Unit Designations

- Officers will be designated by their rank. Officers that are operating in the position of incident commander shall be designated as such, e.g. "73 Captain will be Kronenwetter Drive Command".
- Pump Operators will be designated by their apparatus number followed by MPO (Motor Pump Operator), e.g., "73 E1 MPO".
- Staff positions within the Incident Command System will be identified by the function they are responsible for:
  - Safety - "Safety"
  - Public Information Officer — "Information"
  - Operations Officer — "Operations"
  - Planning Officer — "Plans"
  - Logistics Officer — "Logistics"

- Liaison Officer — “Liaison”
- Staging Officer — “Staging”
- Sector Officers — “Division” (Alpha, Bravo, Charlie and Delta is used for clarity).

### **Types of Radios**


- Mobile Radios
  - The mobile radios are located in apparatus.
  - Mobile radios can have several channel configurations.
- Portable Radios
  - Portable radios are located in apparatus and distributed to department personnel.
  - Portable radios can have several channel configurations.

### **Incident Communications**

- Dispatching
  - All dispatching will occur on the County Page Channel.
  - Units will transmit all responding, arrival, available communications on the County Fire channel.
  - Incident updates will be transmitted to the Marathon County Dispatch center on the County Fire channel by the incident commander.
- En Route
  - All units will transmit on the County Fire channel while responding to an incident (Example: County Dispatch, 73 Engine 1 is enroute).
- Arrival:
  - The first arriving units shall transmit their size up and assume command on the County Fire channel using a mobile radio
  - The first arriving officer shall identify which fire ground channel units will be switching to and operating on once on scene.
  - Transfer of command shall be transmitted to the communications center on the County Fire channel and repeated on the fire ground channel
  - The incident commander shall monitor both the dispatch and the fire ground channels
  - Portable radios with a scan option or two radios, each set to dispatch and fire ground channels, must be available for this to effectively occur

### **General Communications**

- Only the Incident Commander will transmit directly to the Marathon County Dispatch center from the scene unless it is an emergency transmission from the incident.
- Be sure the receiver is ready to receive the transmission, make sure the message is acknowledged once the message has been sent. A brief repeat of the message is far better than just a “COPY”. Repeating briefly what has been said lets the sender know the message has been received correctly.
- Know what you are going to say before transmitting. Choose terms that communicate the desired message clearly without wasting airtime. Per NIMS all radio traffic is to be done in a “common English” fashion and try to control your emotions to prevent garbled transmissions.
- Orders given over the radio should tell you what to do, not necessarily how to do it.
- **DO NOT** interfere with other transmissions unless you have Emergency Traffic.
- When given an order from IC or Operations, make sure to repeat the order with your working unit. For an example (IC: 73 Engine 2 you need to establish a water supply to Engine 1, Answer: 73 Engine 2 copies, we will establish a water supply to Engine 1)
- Only 1 transmission is needed to clear all units from a scene.

VILLAGE OF KRONENWETTER FIRE DEPARTMENT	
	SOG Title: Accountability
	SOG: 131
	Original Date: 1/1/2023
	Revision Date:

## Accountability

**PURPOSE:** To provide for the tracking and inventory of all members operating at an emergency incident using the PASSPORT SYSTEM.

**GUIDELINE:** It is the responsibility of all fire chiefs and officers to maintain a constant awareness of the position and function of all personnel assigned to operate under their supervision. This awareness shall serve as the basic means of accountability that shall be required for operational safety.

### Incident Commander

The incident commander shall be responsible for overall personnel accountability for the incident.

The incident commander shall maintain an awareness of the location and function of all companies or units at the scene of an incident.

The incident commander shall initiate an accountability system using the PASSPORT SYSTEM at the very beginning of operations and shall maintain that system throughout operations (unless an accountability officer has been appointed.)

The incident commander shall provide for the appropriate control of access for all personnel and bystanders at the incident scene.


Where an accountability officer has been appointed, it shall be the responsibility of the accountability officer to ensure the accountability of all personnel and to initiate the accountability system. The accountability officer shall be responsible for collecting the firefighter accountability tags and logging the appropriate names of personnel on the accountability board.

An accountability system shall be initiated at all incidents. Each firefighter shall be provided with a firefighter accountability tag. Each position on all apparatus shall be equipped with a firefighter accountability tag board. It shall be the responsibility of all personnel to remove their firefighter accountability tag from their protective equipment and place it on the appropriate passport board.

Each apparatus shall be equipped with a firefighter accountability tag collection point. At emergency incidents, which have advanced beyond the incipient stage, it shall be the responsibility, as time allows, of the unit officer to collect the firefighter accountability tags from the boards and place them at the accountability tag collection point.

### Personnel Accountability Report (PAR)

It is recommended that the officer in charge of accountability obtain a PAR every twenty to thirty minutes during fire ground operations. A PAR may be confirmed in person or through radio communication. A PAR should also be obtained immediately following a catastrophic fire ground event, such as a collapse, to ensure all personnel are accounted for. In the event of a catastrophic occurrence on the fire ground, the accountability and inventory board shall be made available to the incident commander. At the conclusion of an incident, department personnel shall be responsible for retrieving their firefighter accountability tags.

VILLAGE OF KRONENWETTER FIRE DEPARTMENT	
	SOG Title: Protective Clothing
	SOG: 132
	Original Date: 1/1/2023
	Revision Date:

## Protective Clothing

**PURPOSE:** To have in place a policy for all personnel to follow in the wearing of personal protective equipment.

**POLICY:** It is the policy of the Kronenwetter Fire Department to provide personnel with the appropriate protective clothing and equipment. This protective clothing and equipment shall be used whenever an individual is exposed or potentially exposed to workplace hazards. The protective clothing and equipment purchased by the department shall meet or exceed the requirements of NFPA 1971-Standard on Protective Ensembles for Structural Fire Fighting and Proximity Fire Fighting and department specifications in effect at the time of purchase. Everyone is responsible to utilize and maintain their protective clothing and equipment consistent with the department policy or guidelines.

Protective clothing shall not be modified in any manner without written approval from the Chief. Only personal protective clothing or equipment issued by the fire department is authorized for use unless prior approval by the Chief. Personal items such as wire cutters, small tools, etc. may be utilized provided they do not reduce the level of protection provided by issued clothing/equipment.

Personnel shall not remove their protective clothing until such time that their company officer or the Incident Commander (IC) determines that such protection is no longer necessary. If operating conditions warrant, company officers may increase or decrease the required level of PPE but the responsibility to protect their personnel from injury remains with the officer.

### **Training:**

All personnel shall have a working knowledge of their assigned Personal Protective Equipment (PPE.) Personnel shall be able to identify when the PPE is necessary, what PPE is necessary, how to properly don, doff, adjust, and wear the PPE, the limitations of the PPE, and how to properly care for, maintain, and dispose of the PPE.

### **Storage of PPE:**

Protective clothing and equipment shall be stored in a designated location at the fire station unless approved otherwise by the Chief or Deputy Chief.

### **Cleaning, Maintenance, and Inspection:**

It is the responsibility of the member to ensure that they maintain clean turnout gear. Frequent cleaning may be required based on exposure to fire products, chemicals or bloodborne pathogens contamination. The equipment manufacturer's instructions must be followed when cleaning gear.

Washing of turnouts is to be done using the turnout gear washer at Kronenwetter Fire Department.

For other than regularly scheduled inspections, if assigned gear becomes unserviceable, the individual shall notify the officer in charge of gear replacement. Any unserviceable turnout clothing is to be cleaned, removed from service, and repaired or replaced.

### **Protective Clothing:**

Levels of full protective clothing will be determined by the following:

- Full protective clothing — consists of helmet, protective coat, protective bunker pants, protective footwear, gloves, and protective hood.

- Full protective clothing with self-contained breathing apparatus (SCBA) — full protective clothing with the addition of SCBA.


Incident types and clothing level will be determined by the following:

- Structural Fire Responses — Full protective clothing with SCBA will be worn by all personnel expected to perform interior operations. Those personnel expected to perform exterior operations, support functions or command roles shall wear full protective clothing.
- Vehicle/Dumpster Fire — Full protective clothing with SCBA shall be worn by all personnel involved in fire suppression and overhaul.
- Brush Fire/Outside Misc. Fire – Full protective clothing shall be worn during the initial stages of operation. The incident commander may increase or decrease levels of protective clothing based on the incident needs.
- Rescue
  - Hazardous Atmosphere: Full protective clothing with SCBA will be utilized within the designated hazardous area.
  - Non-Hazardous Atmosphere: Use of protective clothing will follow the nature of the incident as further determined by specific SOGs.
- Motor Vehicle Accidents — All personnel involved in hazard control, extrication and vehicle stabilization shall wear full protective clothing. Personnel involved in patient care shall wear full protective clothing when the incident commander deems the scene hazardous enough to order a hose line to be in place. EMS personnel shall wear full protective clothing when operating in heavy road traffic areas.
- Service/Misc. Calls — Full protective clothing shall be worn in the initial stages of the operation or until deemed otherwise by the incident commander.
- Hazardous Materials — Refer to Haz-Mat SOG for appropriate protective clothing level.
- Medical — Personnel operating at medical incidents will wear protective clothing per the Bloodborne Pathogen Policy.

All personnel will be issued a traffic safety vest. Traffic safety vests shall be worn whenever personnel are operating in areas of vehicular traffic. The vest shall be donned immediately upon exiting the vehicle or apparatus and includes instances when turnout gear is worn. Turnout coats alone are not acceptable as high-visibility highway safety apparel. The exceptions to this requirement are:

- A. When SCBA is worn
- B. When wearing hazardous materials personal protective equipment
- C. When wearing technical rescue personal protective equipment



VILLAGE OF KRONENWETTER FIRE DEPARTMENT	
	SOG Title: Personal Protective Equipment Inspection Checklist
	SOG Number: 133
	Original Date: 1/1/2023
	Revision Date:


## Personal Protective Equipment Inspection Checklist

**Purpose:**

The National Fire Protection Association (NFPA) requires individual members to conduct a monthly routine inspection of their personal protective equipment (PPE) upon issuance and after each use to help reduce the health and safety risks associated with improper maintenance, contamination, or damage. Individual members should use this checklist for performing and documenting routine inspections of PPE. Annual gear verifications will be completed in January of each year.

**Procedure:**

**Instructions:** Clean soiled or contaminated gear before inspection. Use the checkboxes to ensure inspection of all critical areas of your PPE. Indicate whether each item meets established criteria by marking "pass" or "fail". Use the comments section to explain all fail reasons and describe what actions you will take to rectify the issues.

VILLAGE OF KRONENWETTER FIRE DEPARTMENT	
	SOG Title: Respiratory Protection
	SOG: 134
	Original Date: 1/1/2023
	Revision Date:

## Respiratory Protection

**Purpose:**

To provide guidelines for safe the use of SCBA during emergency operations. Appropriate use of SCBA shall include that the SCBA be in the positive pressure mode with the user having the face piece on and breathing SCBA air. The user will wear and utilize a PASS device.

**Policy:**

Self-contained breathing apparatus (SCBA) shall be provided for and shall be used by all personnel working in areas where:

- 1) The atmosphere is hazardous
- 2) The atmosphere is suspected of being hazardous
- 3) The atmosphere may become hazardous

In addition to the above, all personnel working below ground level or inside any confined space shall be provided and shall use an SCBA unless the safety of the atmosphere can be established by testing and continuous monitoring.

Damage to the SCBA shall be reported to the incident commander immediately. The incident commander shall inspect the damage and determine if the unit is to be repaired or replaced. Full personal protective gear, as detailed in the Protective Clothing SOG is to be worn together with the SCBA.

The incident commander may use his/her discretion to determine the need for use of SCBA where no specific guideline has been established. The SCBA is to be worn whenever there is any doubt that a hazardous condition either exists or could exist in the foreseeable future.


Each SCBA used at a scene shall be thoroughly cleaned and inspected following the guidelines established by the manufacturer. SCBA's shall be inspected at least once each month following the manufacturer's guidelines. Only those members trained to do so may repair any of the working components of the SCBA. Logs of repairs made on each unit shall be maintained and held on file for the life of the unit.

The intent of this procedure is that the SCBA shall be worn by any member who may potentially encounter hazardous atmosphere conditions during any type of incident, fire, rescue, or hazardous materials.

**Procedure:**

- All personnel utilizing SCBA shall operate in teams of two or more when in hazardous atmospheres.
- Personnel utilizing SCBA shall not jeopardize the protective integrity of the SCBA for any reason in known or unknown hazardous atmospheres.
- A growth of beard or facial hair at any point where the SCBA face piece is designed to seal with the face, regardless of the specific fit test measurement that can be obtained or hair that could interfere with the face piece valve function shall be PROHIBITED for personnel to wear SCBA.
- Eyeglasses with any strap or temple bar that passes through the face piece or the use of hard contact lenses shall be PROHIBITED. The use of soft contact lenses may be permitted.
- Only personnel certified by the Kronenwetter Fire Department in the use of SCBA will wear SCBA in a hazardous atmosphere.
- No fire fighter will lower their level of respiratory protection in any hazardous atmosphere until the incident commander declares the atmosphere safe through the use of air monitoring.

- Whenever personnel enter a hazardous atmosphere at least one person must remain outside the hazardous atmosphere with access to full protective clothing and SCBA in the event that entry personnel should require rescue. The apparatus operator or incident commander shall be designated this position in the initial stages of an incident. A rapid intervention team will be assigned beyond this point.

VILLAGE OF KRONENWETTER FIRE DEPARTMENT	
	SOG Title: Structure Fires
	SOG: 135
	Original Date: 1/1/2023
	Revision Date:

## Structure Fires

### Arrival On Scene

- A. The Officer will provide a scene size-up, assume command, and develop a fire suppression plan
- B. The Officer will complete a 360-degree viewing of the structure to determine number of stories, type of structure, what is showing, location of problem, exposures, what is burning, where it is going, and the need for additional resources
- C. The Officer will ensure that a proper communication system has been coordinated for fireground activities

### Scene Safety

- A. There shall be at least 2 personnel on any interior attack hose-line.
- B. There shall be at least 2 personnel on any interior search and rescue.
- C. There should be a "R.I.T." in place on any interior operation or any situation where personnel are exposed or could be exposed to any IDLH situation.
- D. Personnel must be authorized and properly trained before participating in any interior structural fire attack or search and rescue operations.

### Incident Actions

#### Rescue

- A. Human life is the most important consideration at a fire or other emergency.
- B. Rescue of humans override all other strategic considerations at a fire.
- C. The primary functions of an adequately staffed truck (if available) shall be rescue.
- D. A primary and secondary search shall be conducted at all structure fires. During search all rooms should be marked by some means to indicate that the particular room has been searched.

#### Exposure Protection

- A. Exposure protection is the strategy of preventing a fire from spreading to the uninvolved building(s) or in involved parts of the fire building.
- B. The Incident Commander shall be responsible for ensuring the initial protection of exposures and assigning teams appropriately.

#### Confinement

- A. The strategy of confinement means preventing the fire from extending to uninvolved sections of the building.
- B. Whenever possible, the most effective method of confining fire spread is a direct attack on the fire.
- C. The Incident Commander shall decide whether to make an offensive approach, aggressive interior attack, or a defensive approach, attacking the fire from the outside. There may be situations when both approaches could be used, but a defensive attack should not be used when crews are operating on the interior.
- D. All avenues of fire spread must be considered examples: shafts, openings, utility raceways, ducts etc.
- E. Where fires involve concealed spaces (attic, ceilings, construction voids, etc.) it becomes very important that the vent crews open up and fire attacks operate fire streams into such areas.

#### Extinguishment

- A. In most fire situations a quick and aggressive attack on the seat of the fire will take care of rescue, exposures, and confinement at the same time.

- B. The size-up will provide information as to techniques, equipment and manpower needs to overcome the fire.

#### Overhaul

- A. The purpose of overhaul is to make sure the fire is completely out.
- B. Overhaul operations must be properly coordinated with fire investigation efforts.
- C. Unsafe conditions should be identified early in the overhaul process and definite efforts made to avoid the possible problems associated with the same.
- D. During overhaul most fire fighters are more relaxed, tired, perhaps less alert and thus more apt to get injured.
- E. Personnel should not remove their breathing apparatus until the area is completely cleared of toxic gases.
- F. When available, a fresh crew should perform overhaul.
- G. Particular attention should be given to hidden areas during overhaul.
- H. During overhaul care should be given to protect personnel from exposure to carbon monoxide and other by products of combustion.

#### Ventilation


- A. Based upon the situation, ventilation may need to occur anytime during the operation.
- B. Ventilation shall be employed to:
  - 1. Channel heat, smoke and flames from potential victims.
  - 2. To prevent backdraft and flashover.
  - 3. To remove heat and smoke from the building so to reduce property damage.
  - 4. To allow the interior of the structure to be more tenable and safer for firefighting operations.

#### Salvage

- A. Salvage may need to begin at various points during a fire operation.
- B. Salvage is those operations required to safeguard personal property, furnishings, and the unaffected portions of a structure from the effects of heat, smoke, fire and the weather.
- C. Salvage should include:
  - 1. The use of salvage covers.
  - 2. Removing water from the structure.
  - 3. Removing furniture and personal belongings to a safe location.
  - 4. Debris removal.
  - 5. Removal of valuables from debris.
  - 6. Covering openings to keep weather out and to secure the building.
- D. All members are expected to perform in a manner that continually reduces loss during fire operations.

#### Utility Control

- A. Utilities should be shut down and brought under control to ensure that they will not contribute to the fires spread, overall damage or create any type of safety hazard.
- B. At structure fires where electrical involvement or damage has occurred, request via radio the response of the proper electric company.
- C. If the electric company is not available in time, fire personnel may shutdown the power via circuit breakers.
- D. If necessary, shut down gas lines at the meter and have the Gas Department notified. Meters that have been shut off by fire department personnel should be properly locked.
- E. If necessary, shut down water supplies to the structure at the valve closest to the point of usage.

VILLAGE OF KRONENWETTER FIRE DEPARTMENT	
	SOG Title: Vehicle Fires
	SOG: 136
	Original Date: 1/1/2023
	Revision Date:

## Vehicle Fires

**PURPOSE:** To provide Kronenwetter Fire Department personnel with a guideline to ensure tactical priorities are met when handling suppression activities for a vehicle fire. This guideline does not apply to vehicles involved in hazardous materials incidents or to vehicles inside of structures.

**SCOPE:** This policy applies to all members of the Kronenwetter Fire Department.

**GUIDELINE:** All personnel shall be in full protective equipment (PPE) including self-contained breathing apparatus (SBA). Caution shall always be exercised because of the possibility of hazardous materials.

### Arrival on Scene


- A. The Driver Operator will position the apparatus in a way that will provide the best protection for the crew during fire suppression activities
- B. The driver operator will engage the pump and stand by the pump panel for further instructions
- C. The Officer will provide a scene size-up, assume command, and develop a fire suppression plan

### Scene Safety

- A. Ensure that unauthorized/untrained personnel do not enter the hazardous area
- B. See HAZMAT procedures for vehicle fires involving Hazardous Materials
- C. Traffic Hazards

### Incident Actions

- A. The attack team will pull the hose line instructed by the Officer
- B. Additional firefighters will do as instructed by the officer
- C. The driver/operator will charge the hose line when directed and continue to monitor the pump operations
- D. The attack team will approach the vehicle slowly from the side extinguishing the fire as they approach. Caution should be taken as the team approached for exploding bumpers, fuel tanks, tires, etc.
- E. When the fire is under control the engine compartment and trunk of the vehicle on fire will be opened and cooled. The vehicles battery cables should be disconnected or cut when possible.

VILLAGE OF KRONENWETTER FIRE DEPARTMENT	
	SOG Title: Vehicle Accidents
	SOG: 137
	Original Date: 1/1/2023
	Revision Date:

## Vehicle Accidents

### Arrival on Scene

- A. The Driver Operator will position the apparatus in a way that will provide the best protection for the crew during rescue and operation activities
- B. The Officer will provide a scene size-up, assume command, determine type of incident, number of vehicles involved, extent of damage to vehicles involved, extent of injuries, and if extrication is needed
- C. The Officer will request additional resources as needed (EMS, Helicopter)


### Scene Safety

- A. Ensure that unauthorized/untrained personnel do not enter the hazardous area
- B. Provide High Visibility PPE and other safety measures for Traffic Hazards

### Incident Actions

Command will assign teams as needed for:

- Fire and Hazard Control
- Extrication
- Patient Care
- Landing Zone
- Traffic Control

VILLAGE OF KRONENWETTER FIRE DEPARTMENT	
	SOG Title: Wildland Fires
	SOG: 138
	Original Date: 1/1/2023
	Revision Date:

## Wildland Fires

**PURPOSE:** To provide a standard approach to all-natural cover, wildland fires

**GUIDELINE:**

**Arrival on Scene**

- A. The Officer will provide a scene size-up, assume command, and develop a fire suppression plan
- B. The Officer will determine the location and size of the fire, direction and characteristics of fire travel, the fuel burning, and exposures
- C. The Officer will request additional resources as needed
- D. The Driver/Operator will park the apparatus in a safe, accessible location pointing away from the fire with the windows closed and the keys in the ignition
- E. Consider evacuations of citizens


**Scene Safety**

- A. All personnel should know the location and direction of the fire travel
- B. Escape Plans shall be known to hall fire personnel
- C. Be cautious for Spot fires
- D. Be cautious for Flare-ups
- E. Be aware of wind direction and velocity
- F. Be aware of topography
- G. Monitor crews for exhaustion
- H. Be aware of down wires, electric fences, etc.
- I. Be aware of equipment and personnel working above or around teams

**Incident Actions**

- A. Base all actions and strategy on current and expected fire behavior
- B. Establish staging area for additional arriving apparatus and personnel
- C. Life safety and structural protection take priority over extinguishment of forest, brush, or ground cover
- D. If offensive attack is indicated, the head of the fire is to be attacked first. If that is not possible, the flanks should be attacked while working toward the head of the fire.
- E. If the fire is large and fast moving, then a direct attack may not be possible. In such cases, an indirect and/or parallel attack may be utilized by creating a fire line a distance ahead of the fire to halt the progress of the fire.
- F. Different methods of attack may be used simultaneously according to the situation
- G. Teams assigned to structural protection must keep hose lines flexible enough to be able to quickly break away in the even of being over run
- H. Collaborate with the DNR and specialists/technicians as needed
- I. Communications and accountability of all incident personnel shall be maintained at all times.



VILLAGE OF KRONENWETTER FIRE DEPARTMENT	
	SOG Title: Hazardous Materials
	SOG: 139
	Original Date: 1/1/2023
	Revision Date:

## Hazardous Materials

**The Kronenwetter Fire Department functions at the AWARENESS level.** At the operations level, we possess the basic knowledge necessary to protect the public from harm due to the exposure of hazardous materials. Prior to responding to a known or suspected hazardous materials incident, all personnel shall have Hazardous Materials training at the awareness level.

An incident involving hazardous materials can pose significant risk to the public and responding personnel. While all effort shall be made to protect the public, responders must NOT rush into the incident. Many HAZMAT incidents require the assistance, involvement, and response of other agencies; as such, mitigating the incident can take an extended period of time. All actions shall be based on informed decisions from qualified individuals.

Examples of activities and functions appropriate at the **AWARENESS** level include:

- Recognition of a Hazmat incident
- Recognition of hazards
- Identifying resource needs
- Initiating response of operations and/or technician level personnel
- Establishing scene control and management

### Arrival on Scene

- A. The Emergency Response Guidebook (ERG) shall be used to identify containers, chemicals involved, staging, and isolation zones.
- B. All units shall stage a safe distance away from the incident in accordance to ERG recommendations and current conditions. When selecting a staging area take into consideration the following: Wind direction, topography, accessibility, proximity to the incident, overhead obstacles, and potential for fire.
- C. The first arriving officer should establish command and complete an initial size-up
- D. Isolate the incident from all directions and evacuate as needed. Refuse admittance to the area. Note: In some situations, sheltering-in-place may be the most viable option.
- E. All persons who have been exposed to the material(s) shall be moved to a location where they are isolated from others and the incident so that they may be monitored and decontaminated if necessary.
- F. Obtain Safety Data Sheets and any chemical information available. This may include a, waybill, manifest, or other form of shipping papers if the incident involves the transportation of hazardous materials.
- G. Contact any company representatives and notify the appropriate agencies including a Wisconsin Level I HAZMAT Technician team if necessary.
- H. Assign an incident safety officer immediately.

### Scene Safety

- A. Establish hot, warm, and cold zones (utilize barrier tape and natural boundaries)
- B. Ensure that unauthorized/untrained personnel do not enter the hazardous area

**Incident Actions**


- A. All incident actions shall not exceed the scope of the hazardous materials operations level which is limited to establishing command, identifying the materials involved, isolating the incident, and securing the scene. Other actions may occur only if the personnel have the appropriate level of PPE and training to SAFELY carry out the tasks associated with his/her assignments.
- B. An Incident Action Plan shall be created that identifies exposures, hazards, and incident objectives.
- C. Dike and/or dam areas to contain run-off and prevent further contamination of other areas and water sources.
- D. Remove all ignition sources if materials are combustible or flammable in nature.
- E. Collaborate with the DNR, EPA, Marathon County Officials, company representatives, specialists/technicians, and the HAZMAT team as needed.
- F. Communications and accountability of all incident personnel shall be maintained at all times.

**Reports and Documentation**

- A. The release of information regarding the incident shall be controlled by the OIC. Only the OIC, Marathon County Emergency Management, or other designated Public Information Officer shall have the authority to provide public information.
- B. The Incident Action Plan and all operations performed on the incident shall be documented. A written report shall be completed by the OIC and filed with all other documents created.
- C. A log of all department personnel who were exposed or potentially exposed shall be maintained during the incident and filed along with other incident reports.
- D. A record of all other agencies and their corresponding personnel who responded shall also be kept.
- E. A record of all items used that will need to be replaced and any other expenses shall be kept during the incident and filed with the other incident reports.

**Clean-Up**

Clean up of materials is the sole responsibility of the person or company responsible for the hazardous material(s) incident. All of the personnel and equipment in contact with the hazardous material(s) shall be decontaminated prior to returning to service.

VILLAGE OF KRONENWETTER FIRE DEPARTMENT	
	SOG Title: Natural Gas Incidents
	SOG: 140
	Original Date: 1/1/2023
	Revision Date:

## Natural Gas Incidents

Natural gas (Methane) is extremely flammable, colorless, odorless, and lighter than air. Mercaptan, with an odor of rotten eggs, is added to natural gas to help indicate its presence. The flammable range of natural gas is 4% Lower Explosive Limit (LEL) to 15% Upper Explosive Limit (UEL) by volume. Natural gas can displace oxygen and cause asphyxiation in certain settings, particularly confined spaces. The presence of natural gas in its flammable range should be evaluated with the use of a Combustible Gas Indicator (CGI) (on the Engine, Utility Company, or HAZMAT response unit.)

Fires involving natural gas should be controlled by stopping the flow of gas. In most cases, burning natural gas should not be extinguished as this would change the situation from a visible to an invisible hazard with an explosive potential. Natural gas is much lighter than air and will usually dissipate rapidly in the outside environment. Inside buildings, however, it tends to pocket, particularly in attics and dead space. Because natural gas is lighter than air, if confined it has the potential for a catastrophic explosion. Natural gas leaks above ground are much easier to manage than below ground leaks.

### Arrival on Scene

- A. Perform a scene size up and establish Command.
- B. The Emergency Response Guidebook shall be used to identify staging and isolation zones.
- C. Consciously avoid committing apparatus or personnel to a dangerous situation or a situation that could become dangerous due to gas migration.
- D. Attempt to locate the homeowner or responsible party and begin to gather information as to the hazard, potential victims, etc.
- E. Notify appropriate Utility/Gas Company and HAZMAT (if needed) for assistance and response
- F. Evacuate the area, working towards an "All Clear" of the immediate area and surrounding structures if necessary.
- G. Isolate the area/scene – Establishment of a "Hot Zone" is critical.
- H. Deny entry.
- I. If incident is determined to be a natural gas leak, ensure that personnel safety practices are in place when working in the Hot Zone including the wearing of the appropriate PPE with SCBA, face piece donned and breathing air. Establish a water supply and ensure that a charged hose line is in place. This line must be attended when Utility/Gas Company or HAZMAT personnel are securing the leak.
- J. Approach to the incident should be from upwind. Use wind speed/direction from dispatch and observe any on-scene indicators (trees, flags and any other items that may show direction).

### Scene Safety

- A. Establish hot, warm, and cold zones (utilize barrier tape and natural boundaries)
- B. Ensure that unauthorized/untrained personnel do not enter the hazardous area

### Incidents with an Explosion- Incident Actions

Units arriving on scene of an explosion must consider natural gas as a possible cause.

Underground leaks may allow gas to travel considerable distances before entering a structure through the foundation, around pipes or through void spaces. Until it can be determined that the area is safe from danger of further explosions:


- A. Evacuate all civilians
- B. Keep the number personnel in the area to the minimum number necessary to stabilize the situation
- C. Don't rely on gas odor- Use a CGI to check all suspected areas

- D. Check areas systematically using a CGI- Start outside of the area of the explosion and move into the area until readings indicate a detectable concentration.
- E. Map the readings for the affected area and relay it to Command
- F. If the gas concentration is encountered inside, adjacent to, or underneath any building, secure all possible sources of ignition in the affected area.
- G. Cut electricity from outside the affected area to avoid arcing.
- H. Ventilate buildings where gas is found with explosion-proof blowers only.
- I. Never enter inside when CGI is alarming for LEL.
- J. Ventilate first and wait for Utility/Gas Company or HAZMAT.
- K. Command shall provide for effective interaction between gas company personnel and the fire department.
- L. Command must ensure the safety and stability of the structure.

#### **Incidents with No Explosion- Incident Actions**

Calls for "gas leak", gas odor, "broken gas line" and similar situations may range from minor to a potentially major incident. All these should be approached as potentially dangerous situations. The following actions must occur:

- A. The first arriving unit with a CGI shall obtain a sufficient number of gas concentration readings for Command to evaluate the hazard and take appropriate action. (With these readings, a proper isolation perimeter can be established.)
- B. In all cases, personnel shall take whatever actions are necessary to provide for life safety and property conservation.
- C. Provide standby protection with a charged 1-3/4 inch hand line (fog nozzle) and a dry chemical extinguisher.
- D. Crews shall be in full protective equipment and SCBA.
- E. Crews should position themselves upwind.
- F. Evacuate any civilians in the area of escaping gas.
- G. Attempt to locate the source of the gas and any shutoff devices available to isolate and control the leak, i.e., water heater, stove, dryer, etc.

VILLAGE OF KRONENWETTER FIRE DEPARTMENT	
	SOG Title: Carbon Monoxide Incidents
	SOG: 141
	Original Date: 1/1/2023
	Revision Date:

## Carbon Monoxide Incidents

**PURPOSE:** To ensure consistency in response, investigation, action, and reporting of carbon monoxide alarms. Caution must be exercised to assure proper and effective investigation of all potential sources of carbon monoxide.

**GUIDELINE:** All personnel shall be in full protective equipment (PPE) including self-contained breathing apparatus (SCBA).

Carbon monoxide (CO) is an odorless, tasteless, colorless gas that can be deadly. It is a by-product of a fuel burning process. Many appliances such as furnaces, kitchen stoves, hot water heaters, automobiles, etc. can produce carbon monoxide. When a faulty or unusual condition exists, carbon monoxide may be vented into areas where people are present. Carbon monoxide poisoning may be difficult to diagnose, its symptoms are similar to the flu, which may include headache, nausea, fatigue and dizzy spells. Carbon Monoxide is a toxic substance and is a highly combustible gas that burns rapidly.

**Procedure:**

Upon arrival, the first officer/unit shall attempt to determine if the alarm activation is valid through the following methods:

- Discussion with occupants
- Entry into the structure only after donning full protective clothing including SCBA and monitoring interior atmosphere with appropriate atmosphere monitoring devices (CO Detector)

EMS should be notified and dispatched immediately if occupants show any signs/symptoms of Carbon Monoxide exposure:

- Disorientation
- Dizziness
- Nausea
- Vomiting
- Facial discoloration (redness)
- Difficulty breathing
- Any exposure to carbon monoxide

If it suspected that the activation is valid the following sources of Carbon Monoxide should be investigated:

- Furnace and chimney flue
- Stoves
- Appliances that use flammable fossil fuels
  - Natural gas
  - Propane
  - Oil
  - Kerosene
- Faulty space heaters
- Fireplaces
- Indoor operation of grills/cooking appliances

- Seepage from other sources
  - Garage
  - Storage closets/sheds
  - Adjacent structures
- Reverse drafting due to changes in air temperature or pressure

If the problem involves a utility, the proper agency should be contacted and requested to respond immediately.

The fire department will not attempt any repairs or alterations to any appliance or other device. The fire company will advise the occupant only.

Fire Department actions shall be limited to:

- Evacuation and securing the structure involved
- Ventilation of structure
- Monitoring conditions within structure and the environment
- Assisting public utilities where requested
- CO checklist shall accompany all investigations

Using the CO Detector/4 Gas Meter:

- After activating the detector, zero the device in fresh air (reading between 0 ppm and 1 ppm) follow the manufacturer's recommendations.
- Beginning at the lowest level, preferably near the heating system to begin a survey of the structure, moving from the lowest floor to the highest. Concentrate on air ducts and returns.

FOR READINGS OF 9 PPM OR LESS:

- Inform occupants that our detection equipment did not detect an elevated level of CO at this time (do not indicate that there is or was not elevated levels of CO).
- Recommend occupants check their CO detector per manufacturer and reset detector (under no circumstances will we reset a household detector)
- Inform occupants that once detector is reset to call the fire department again if it reactivates

FOR READINGS BETWEEN 9 PPM AND 100 PPM:

- ANY READING ABOVE 9 PPM SHALL BE CONSIDERED ABOVE NORMAL.
- Inform occupants that our detection equipment has registered a dangerous level of CO
- Recommend that all occupants leave the premises.
- If an appliance is determined to be malfunctioning, turn it off if this can be done in a safe manner and advise the homeowner to contact the appropriate utility/service company
- Contact the utility company and inform them of the air monitoring findings

FOR READINGS ABOVE 100 PPM:

- ANY READING ABOVE 100 PPM SHALL BE CONSIDERED POTENTIALLY LETHAL.
- ORDER THE OCCUPANTS TO EVACUATE IMMEDIATELY
- Contact the utility company and inform them of the air monitoring findings
- Begin ventilation
- If the utility company responds, then upon arrival inform them of our findings and turn the incident over to the utility company representative
- Make preparations for a potential flash fire of the CO gas.

## TERMINATION

- Prior to termination, the following should be performed:
  - Review actions taken with the occupant
  - Inform occupant of monitoring levels at arrival and during and after performing operations
  - Inform of possible likely source(s)
  - Inform of actions taken to return premise to acceptable conditions
  - Advise the occupant to have all appliances services as a precaution if not completed recently

## CHECKLIST FOR CARBON MONOXIDE

Location of Incident \_\_\_\_\_ Date \_\_\_\_\_

Headache     Yes     No

Fatigue     Yes     No

Nausea     Yes     No

Dizziness     Yes     No

Confusion     Yes     No

Are any of the members of the household feeling ill?     Yes     No

Do you feel better when away from the house?     Yes     No

Since the detectors went off, have you?

Shut off carbon monoxide sources?     Yes     No

Which ones? \_\_\_\_\_


Let in fresh air?     Yes     No

If yes, how and for how long? \_\_\_\_\_

PPM acceptable     Yes     No    Reading \_\_\_\_\_ ppm

Checklist		ppm
Chimney	Clogged flue/blocked opening	_____
Fireplace	Gas/wood	_____
Portable Heater	Emissions	_____
Gas Refrigerator		_____
Kitchen Stove		_____
Cook Top Vent		_____
Gas Dryer		_____
Water Heater	Chimney pipe	_____
Furnace	Gas/oil: flue/chimney	_____
Barbecue Grill	In enclosed area	_____
Car Garage or Batteries Charging	Car started or running recently	_____
Operating Fireplace	Possible downdraft	_____
Basement Drains		_____



VILLAGE OF KRONENWETTER FIRE DEPARTMENT	
	SOG Title: Confined Space Rescue
	SOG: 142
	Original Date: 1/1/2023
	Revision Date:

## Confined Space Rescue

### Definitions

Confined space: A confined space is any area or vessel, which meets all 3 of the following:

1. Is large enough and so configured that an employee can enter and perform work
2. Has limited means of entry or exit
3. Is not designed for continuous occupancy

Permit required confined space: A permit required confined space is defined as a confined space which has one or more of the following:

1. Contains or has a potential to contain a hazardous atmosphere
2. Contains a material with potential for engulfment
3. Is so structured that an entrant could become trapped or asphyxiated
4. Contains any other recognized serious safety or health hazard – i.e. moving parts, noise

Recovery mode: Recovery mode is defined as situations where the victim is obviously expired or after a period of time during the rescue operation where time, conditions, or other factors have reduced the chance for the victim's survival to minimal.

Rescue mode: Rescue mode is defined as situations where the victim is believed or known to be alive. If this is unknown, personnel should operate in the rescue mode until time, conditions, or other elements make the chance for survival minimal.

Confined space rescue operations present a significant danger to fire department personnel. The safe and effective management of these operations requires special considerations and resources. Examples of possible confined spaces includes tunnels, sewers, tanks, process vessels, manholes, storm drains, furnaces, silos, and industrial spaces.

**The Kronenwetter Fire Department functions at the AWARENESS level. Therefore, it is the policy of the Kronenwetter Fire Department that personnel SHALL NOT enter into a confined space. Entry is considered to have occurred as soon as any part of an entrant's body breaks the plane of an opening into the space.**

Examples of activities and functions appropriate at the **AWARENESS** level include:

- Recognition of a confined space incident
- Recognition of confined space hazards
- Performing a **non-entry** retrieval
- Identifying resource needs
- Initiating response of operations and/or technician level personnel
- Establishing scene control and management

**Arrival On Scene**


- A. A. The first-in unit should position the apparatus appropriately
- B. The first arriving officer should establish command and complete an initial size-up including:
  - 1. Secure any witnesses
  - 2. Obtain the confined space entry permit and any other available information
  - 3. Location, number, condition of victims, and length of time in confined space
  - 4. Utility and other scene hazards – i.e. hazardous materials, low oxygen levels
  - 5. Type of work being performed in the confined space
  - 6. Type of PPE being used by victim(s)
  - 7. Determination of rescue or recovery mode
  - 8. Determination of additional resources needed

**Scene Safety**

- A. Establish hot, warm, and cold zones (utilize barrier tape and natural boundaries)
- B. Ensure that unauthorized/untrained personnel do not enter the confined space
- C. Confirm or implement lock out/tag out

**Incident Actions**

- A. If victim is attached to a body harness and retrieval line, the rescuers may lift the victim from the confined space area
- B. Attempt to establish contact with victim(s)
- C. Establish atmospheric monitoring
- D. Establish ventilation of confined space after atmospheric monitoring
- E. If safe to do so and if it can be accomplished from outside the confined space, shutdown non-essential equipment that is located within the confined space
- F. Establish staging area for additional arriving apparatus and personnel

VILLAGE OF KRONENWETTER FIRE DEPARTMENT	
	SOG Title: Trench Rescue
	SOG: 143
	Original Date: 1/1/2023
	Revision Date:

## Trench Rescue

### Definitions

**Recovery mode:** Recovery mode is defined as situations where the victim is obviously expired or after a period of time during the rescue operation where time, conditions, or other factors have reduced the chance for the victim's survival to minimal.

**Rescue mode:** Rescue mode is defined as situations where the victim is believed or known to be alive. If this is unknown, personnel should operate in the rescue mode until time, conditions, or other elements make the chance for survival minimal.

**Trench:** An excavation in which the depth is greater than the width and is less than 15 feet wide.

Trench rescue operations present a significant danger to fire department personnel. The safe and effective management of these operations requires special considerations and resources. **The Kronenwetter Fire Department functions at the AWARENESS level. Therefore, it is the policy of the Kronenwetter Fire Department that personnel SHALL NOT enter into an unsafe trench or excavation.**

Examples of activities and functions appropriate at this level include:

- Recognition of a trench collapse incident
- Identifying resource needs
- Initiating response of operations and/or technician level personnel
- Establishing scene control

### Arrival on Scene


- A. The first-in unit should position the apparatus a minimum of 50' from the location of the trench collapse. Additional arriving units should initially stage a minimum of 150' from the location.
- B. The first arriving officer should establish command and complete an initial size-up including:
  1. Secure any witnesses
  2. Location, number, condition of victims and how long buried
  3. Depth of trench
  4. Utility and other scene hazards
  5. Determination of rescue or recovery mode
  6. Determination of additional resources needed

### Scene safety

- A. Establish hot, warm, and cold zones (utilize barrier tape and natural boundaries)
  - Hot – 0-100' from trench
  - Warm – 100-500' from trench
  - Cold – 500' and further from trench
- B. Secure and/or shut down machinery and traffic within 300' of trench
- C. Place ground pads within 4 feet of trench

### Incident Actions

- A. If victim is partially buried, lower lifeline and instruct victim to tie around themselves
- B. If indicated, lower ladder into trench - for victim self-rescue only
- C. If victim is buried, mark last known location using dry chemical extinguisher
- D. Establish atmospheric monitoring
- E. Establish ventilation of trench (if necessary)
- F. Relocate any soil piles to be a minimum of 2 feet from trench
- G. Establish staging area for additional arriving apparatus and personnel

VILLAGE OF KRONENWETTER FIRE DEPARTMENT	
	SOG Title: Water Rescue
	SOG: 144
	Original Date: 1/1/2023
	Revision Date:

## Water Rescue

### Arrival on Scene

- A. The Officer will provide a scene size-up, assume command, develop a plan, and call for additional technical rescue mutual aid units as needed.
- B. The Officer will secure a responsible party or witness.
- C. The Officer will determine if the operation will be a "Rescue" or "Recovery."
- D. The Officer will ensure that a communication system has been coordinated for all activities.
- E. The Rescue Team (Consisting of members trained in water rescue operations) will:
  - a. Assume rescue/recovery operations control.
  - b. Identify hazards and critical factors.
  - c. Develop a plan and back-up plan.
  - d. Communicate with resources.
  - e. Inform command of conditions, actions and needs during all phases of the operation.

### Scene Safety

- A. Make the General Area Safe.
  - a. Establish a Hazard Zone Perimeter.
  - b. Keep all non-essential personnel out of the hazard zone.
  - c. Remove all non-essential civilians from the hazard zone.
- B. A Designated Safety Officer must be assigned for the scene.
  - a. Identify hazards present and if possible, have them secured.
  - b. Notify personnel of hazards (volume, velocity, water temperature, floating debris, unusual drop offs, hydraulic effects, depth of water, inclement weather, etc.)
- C. Assign Personnel Up Stream that can notify Command and the Rescue team of any upstream hazards that may affect the operation.
- D. Assign Personnel Down Stream that can throw ropes or watch for rescue personnel or victims that maybe washed downstream. \*Personnel working near the water's edge must wear appropriate PPE/PFD
- E. Assemble all necessary personnel, equipment, and patient packaging equipment that will be required for the rescue operation according to the action plan.

### Incident Actions

- A. The Rescue Plan. Rescue plans should be conducted from low risk to high-risk order.
  - a. **TALK-** If the water is calm or slow moving, try to talk the victim into self-rescue if possible
  - b. **REACH-** Extend an arm, pike pole, rescue hook, or any other such object to reach the victim and pull them from the water.
  - c. **THROW-** Attempt to throw the victim a throw-bag rescue line or some other type of approved safety flotation device and "pendulum-belay" or "haul" the victim to the bank.
  - d. **ROW-** If it is determined that a boat-based operation shall be utilized, Mutual Aid must be called. Command and the Mutual Aid responding Technical Rescue Team will establish an action plan involving the use of boat-based operations, anchors, and rope systems.

e. **GO-** If it is not possible to ROW to the victim, although very high risk, putting a rescuer(s) in the water can be considered. **Only rescuers with proper water rescue training, PPE/PFD, and equipment may enter the water.** Prior to entering the water, the rescuer(s) must discuss the action plan, including specific tasks and objectives, hazards, emergency procedures, and alternate plans. The rescuer(s) shall never be attached to a lifeline without the benefit of a quick release mechanism. The rescuer(s) should take at the least a PFD to the victim. The rescuer(s) shall not do a breath-hold surface dive in an attempt to locate a victim beneath the surface of the water.

f. **HELO-** Helicopter operations are considered high-risk and shall be decided upon proper consultation with local law enforcement, dispatch, and appropriate authorities. Command must also determine that a rescue-qualified pilot is available for the rescue operation. If so, the Pilot will have the final say on, if and how, the helicopter will be used in the rescue operation.

B. Assess the Victim


- a. When the rescuer(s) reach the victim, a primary survey shall be completed. Assess Airway, Breathing, Circulation, and exact method of entrapment.
- b. If the victim is conscious, rescuer(s) should determine if the victim can assist in the rescue.
- c. If the victim is unconscious, the rescue must be completed as quickly as possible.
- d. If it has been determined that the operation has become an underwater "recovery," the operation shall proceed as a dive operation. A Mutual Aid Technical Rescue Dive Team shall be called to perform the dive operation.

C. Treatment

- a. Assist the victim to safety on shore and turn over to EMS/ALS for immediate assessment.
- b. Assist with initiating C-Spine precautions as soon as possible.
- c. Assist with treating any life threatening conditions.

**Termination**

- A. Ensure personnel accountability.
- B. Consider decontamination of victim(s) and rescuer(s.)
- C. Recover all tools and equipment used in the rescue/recovery. In the cases of a fatality, consider leaving everything in place until the investigative process has concluded.

VILLAGE OF KRONENWETTER FIRE DEPARTMENT	
	SOG Title: MAYDAY
	SOG: 145
	Original Date: 1/1/2023
	Revision Date:

## MAYDAY

The nature of firefighting places the firefighter at risk for becoming lost, trapped or imperiled with equipment malfunctions. The toxic environment where work is performed provides only a narrow window of survivability. Survival depends on a mix of predictable self-survival actions by the affected firefighter(s), the Incident Commander, and the Rapid Intervention Team. The purpose of this procedure is to provide action steps to be taken by the trapped/lost firefighter(s) and the Incident Commander. Specific procedures provided in this document include how to activate the Rapid Intervention Team (RIT) and remove those in danger to a safe location in a quick and efficient manner.

### Definition:

The term Mayday will be designated solely for when a firefighter is in immediate distress. Specific examples include when a firefighter or firefighters become trapped, lost, disoriented or experience equipment malfunctions.

### Procedures:

The number one basic self-survival responsibility is to avoid getting into situations where a firefighter or fire company gets trapped, lost or low/out of air.

The rescue of trapped or lost firefighters within a burning building is extremely time sensitive due to our SCBAs providing a limited supply of air.

- A. All companies entering the hazard zone shall have at least one portable radio and rescue tools. If it is possible, all members on the team should have individual portable radios.
- B. Minimum entry crew size is two members. These members must remain intact and together.
- C. Crews must also be working on a specific assignment and be working under the direct supervision of a Division Officer or Command.
- D. Crews will follow all SCBA guidelines, including, but not limited to PASS device usage.

### Emergency Procedures:

When a firefighter(s) become lost, trapped or experiences an equipment malfunction, the following procedures must be followed.


- A. Call For Help Immediately – Report on a portable radio “Mayday – Mayday – Mayday”. Announce your situation while continuing to find your way out. Firefighters should not delay notification of distress. The Mayday announcement should occur as soon as the firefighter thinks that he/she may be in trouble. The longer the delay of notification, the smaller the window of survivability will become.
- B. Lost/trapped firefighter(s) should give Command information: LUNAR
  - L = Location (as accurately as possible)
  - U = Unit ID i.e. Eng. 3930)
  - N = Name (names of lost or trapped crew members)
  - A = Assignment (assignment crew was working on or assigned to prior to trouble)
  - R = Resources you need (any special needs or information that may assist the RIT in locating and removing affected crew(s)).
- C. **THE TERM “MAYDAY” WILL BE RESERVED ONLY TO REPORT LOST OR TRAPPED FIREFIGHTERS. THE TERM “EMERGENCY TRAFFIC” WILL BE USED TO REPORT ALL OTHER FIRE GROUND EMERGENCIES.**

- D. If a Mayday is heard, all other radio traffic on that channel will cease, until the Mayday operation is complete. The Incident Commander will then designate a new radio frequency for all unaffected fire ground units to switch to. The IC will also notify dispatch of the change in fire ground channels, and have dispatch announce this change.**
- E. Radio Channels –
1. Crews or personnel declaring a Mayday should remain on the assigned operations channel. Once contact is made with the IC, affected crew shall remain on that channel.
  2. After a Mayday is broadcast, the stricken firefighter(s), the Rapid Intervention Team, and the Safety Officer will stay on the designated channel, until resolution of the incident is achieved.
  3. All communications will be directed to the RIT officer. All non-affected companies shall switch to another channel as assigned by the IC and the communications center.
  4. All companies shall continue to operate in their originally assigned Division/Group.
- F. Activate PASS Device – As soon as a firefighter recognizes he/she is lost or trapped, the PASS device must be manually activated to sound the audible tone. If the device interferes with radio communications it may be turned off temporarily. Once messages are completed, the device must again be manually activated.
- G. Crews Stay Together – Members that separate from each other make it more difficult for rescuers to locate all members of the crew. Crew members who stay together enhance their chances for all to be rescued and allows for easier, more efficient extraction
- H. Follow Hose or Lifeline Out - Crew members should stay with the hose line and follow it out whenever possible. The hose line should always be treated as the safety line to the outside. The RIT team may follow the hose line into the structure to locate distressed firefighters. Where life line ropes are in use, follow the life line to the outside.
- I. Searching For an Exit – A lost firefighter should always attempt to exit out of the building by whatever means possible. Where doors, windows, or other means of egress are not available, firefighters should next attempt to reach an exterior wall. Once at an exterior wall the firefighter can try to locate windows, doors, or hallways that generally lead to the outside. Rescuers will first search hallways, around windows and doors before sweeping large areas if victim location is unknown. Getting to hallways, doors, or windows will greatly increase the chances of being rescued early. Breaching walls for escape or fresh air can aid survivability. These actions will also provide predictable activities that will aid rescuers.
- A. Retreat to a Safe Refuge – Where firefighter cannot find a way out, but there is a safe refuge (protected room or floor) away from the fire that the firefighter can retreat to, he/she should take advantage of this location. Command and the RIT team must then be notified of this location as soon as possible.
- B. Stay Calm and Conserve Air – A conscious effort must be made by the firefighter(s) to control breathing. Unnecessary talking or physical activity must cease, unless absolutely necessary. Firefighters must control and pace their activities and breathing to extend their SCBA supply.
- C. Horizontal Position – If a firefighter cannot get out, he/she should assume a horizontal position on the floor that maximizes the audible effects of the PASS device. The firefighter should attempt to take this position at an exterior wall, doorway, or hallway that maximizes quick discovery by rescue crews.
- D. Flashlight / Tapping Noise – In assuming a position to await rescuers, the firefighter(s) should attempt to position their flashlight towards the ceiling. This will enhance the rescuers ability to see

the light and locate the downed firefighter. If able the firefighter should attempt tapping noises to assist in location by rescuers, (hitting a tool on a metal door, tapping on the floor).

- E. Company or Division / Group Officers – Company officers who are unable to locate a crew or firefighters assigned to them, must immediately notify command and use Mayday to notify all personnel operating on the scene. When possible, the officer's report should include who is missing, their last known location, and the actions being taken. Firefighting positions must not be abandoned during the rescue effort, the officers must control free-lancing. Command will initiate a rescue effort. On-going fire suppression and ventilation must continue to afford the victims increased opportunity for survival.
- F. Personal Accountability Report – Immediately following declaration of a Mayday, a PAR shall be taken. This is important to confirm if additional personnel are safe and accounted for. With the exception of the RIT and Safety Officer, the PAR shall be conducted on the alternate radio channel assigned by the IC and communication's center, as to not interfere with direct communication between RIT and effected crew(s).



VILLAGE OF KRONENWETTER FIRE DEPARTMENT	
	SOG Title: Rehab
	SOG: 146
	Original Date: 1/1/2023
	Revision Date:

## Rehab

### **Purpose:**

To provide guidance for facilitating the appropriate rehabilitation, rest, rehydration, nutritional support and medical monitoring of emergency service responders and fire department members during emergency incidents.

### **Guideline:**

The goal of this guideline is to provide a structure and guidance for incident commander, officers and emergency responders that will support providing rest, hydration, nutritional support and medical monitoring of emergency responders and fire department members during emergency incidents.

The goal to be achieved by designated emergency responders is support of:

- Adequate rest and recovery from physical and psychological exertion
- Adequate rehydration and nutritional support
- Medical assessment and monitoring:
  - Detection signs of heat and stress related illness
  - Triage of personnel following rehab to:
    - Return to duty on scene
    - Relief of on-scene duties
    - Transport to the Emergency Department for further treatment

### Establishing Rehab:

The incident commander (IC) will establish a Rehab Sector at all emergency incident where the conditions require rest and rehydration of all personnel. These situations include, but are not limited to:

- Building fires
- Anytime RIT response is requested
- Prolonged operations (emergency or training)
- Extremes of temperatures

### Company/Crew level rehab (NFPA Standard 1584):

In addition to formal rehab sectors, rehydration solutions will be made available in proximity to SCBA bottles on individual apparatus to allow firefighters to rehydrate during the initial bottle change. All firefighters are encouraged to drink 4 to 8 ounces of rehydration fluid during the initial bottle exchange. Company officers will be trained to observe their crews for signs of exhaustion, dehydration, and heat and stress related illnesses.

### Assignment to the Rehab Sector:

- All firefighters must report to Rehab following the use of one (1) 4500 PSI SCBA cylinder
- A company officer may assign a member to rehab at any time
- Upon completion of 45 minutes of "active work"
- Any time a member feels any injury or stress (physical/mental) Personnel assigned to Rehab will follow department accountability procedures when they move to the Rehab sector.

### Staffing of the Rehab Sector

At the minimum, the rehab sector will be staffed by a dedicated EMR with an AED. Ideally, a fully equipped ALS provider will be assigned to the Rehab sector.

### Location of the Rehab:

The Ideal Rehab Sector location will be:

- Uphill and up wind of the incident
- Provide warmth in cold conditions
- Provide shade and a cool area in hot conditions
- Close to ambulance staging
- Close to SCBA replenishment
- Free of vehicle exhaust
- Limited media access
- Away from disturbing scenes

### Rehab Sector Equipment:

- Oxygen & Supplies
- Drinking Water & Cups
- Ice/Cooling Supplies/Water Vapor (As event/scene appropriate)
- Warming Supplies/Heater (As event/scene appropriate)
- Chairs (As event/scene appropriate)
- Shelter (As event/scene appropriate)
- EKG monitor (ALS)
- Medications (ALS)
- IV Fluids (ALS)

### Entry in Rehab Sector:

Upon entry to rehab, personnel will:

- Surrender accountability tags
- Doff SCBA, helmets, hoods, turnout coats and other PPE as indicated.

Medical Personnel will obtain and log entry vital signs on Rehab Tag as follows:

- Pulse
- Blood Pressure
- Oral Temperature
- Pupils
- Skin Color/Temperature
- General physical Status/observations

Based on parameters in Table 1 firefighters will be assigned either to:

- Medical Monitoring zone or
- The rest zone in the rehab sector

### Rehydration in Rehab Sector:

All personnel will drink a minimum of 16 ounces of rehydration fluid while in the Rehab Sector.

### Duration of Stay in the Rehab Sector:

Personnel will spend a minimum of 10 minutes in the Rehab Sector prior to returning to on-scene duties.

### Disposition from the Rehab Sector:

Disposition from the Rehab Sector will be determined at the discretion of the ranking medical officer on the scene. There are three possible dispositions from the Rehab sector:

- Return to duty after on-scene Rehab
  - Personnel who have rested for a minimum of 10 minutes, been rehydrated, and who have acceptable vital signs per Table 2 will return to on-scene duty. Personnel with initial triage to the medical monitoring zone of the Rehab sector will require a second set of vital signs and assessment prior to returning to on-scene service.
- Relief of on-scene duties
  - Retention in Rehab and evaluation for further medical intervention will be mandated as per Table 2. In addition, a firefighter with an oral temperature between 99.5 and 100.9 will not be allowed to re-don SCBA, turnout coat or other PPE. Personnel with abnormal vital signs as defined by Table 1 or Table 2 will be instructed not to return to on-scene duties and receive additional monitoring, rest and rehydration in the rehab sector, or be transported to the emergency department for medical evaluation.
- Transport to the emergency department for further treatment
  - Personnel with any of the indicators defined in Table 3, at any time on the emergency scene or in the Rehab sector will be transported to the emergency department for further medical evaluation.

**Table 1 – Parameters for Rehab/Rest, Rehydration and Return to Duty**


Blood Pressure	100-160 Systolic <100 Diastolic
Pulse	<120
Temperature	<99.5 F
Respiratory	No distress SP02 (if available) >98%

**Table 2 – Medical Evaluation and Monitoring Criteria**

Blood Pressure	>160 Systolic <100 Systolic >110 Diastolic
Pulse	>120
Temperature	>99.5 F
Respiratory	>32 Dyspnea, audible wheezing, shortness of breath SP02(if available)<95%

**Table 3 – Indicator for Need of Medical Care/Transport to Emergency Department**

Blood Pressure	>200 Systolic <90 Systolic
Pulse	>120 Diastolic anytime >150 anytime >140 after 10 minute cool down Chest Pain Palpitations or irregularity of pulse or EKG (Arrhythmias)
Temperature	>101 F
Respiratory	>32 Dyspnea, audible wheezing, air hunger SP02(if available)<
Altered Mental Status	
Persistent Vomiting	
Signs of Heat Stroke	
Trauma or other “normal” indicators for hospital care	

VILLAGE OF KRONENWETTER FIRE DEPARTMENT	
	SOG Title: Rapid Intervention Team (RIT)
	SOG: 147
	Original Date: 1/1/2023
	Revision Date:

## Rapid Intervention Team

### Definitions

Rapid Intervention Team (RIT): A specifically designated team assigned to provide personnel for the rescue of members operating at emergency incidents if the need arises.

Qualified Firefighter: Any individual possessing a minimum of a Wisconsin State Firefighter One Certification or equivalent and has completed the training requirements as established by the Department.

### Establishing RIT

- A. A Rapid Intervention Team (a minimum of 2 qualified firefighters) will be established when operations are being performed in an IDLH atmosphere as soon as is practicable.
- B. The establishment of a RIT is the responsibility of the Incident Commander and preferably will consist of more than the minimum of two members. The decision will be based on the following:
  1. Incident type.
  2. Building construction.
  3. Size of building.
  4. Number of personnel operating within the IDLH atmosphere.

\*Note: These are not meant to be limiting factors when establishing the RIT.
- C. If the incident is in a high or mid-rise structure, large area facility, or other areas with multiple IDLH atmospheres, the incident commander shall establish the necessary number of Rapid Intervention Teams so that the rescue can be accomplished without a deployment delay. A team should be considered for each remote access point on any large facility. The incident commander will be responsible for determining the number of teams needed based on the specifics of the incident.
- D. Due to the highly stressful and sometimes technical nature of incidents involving the rescue of emergency personnel, it is preferable that the RIT members be some of the more experienced and highly trained members.
- E. The incident commander will appoint a team leader after establishing the RIT. The Rapid Intervention Team leader reports directly to the Incident Commander throughout the incident, until deployed.

### RIT Responsibilities

- A. Immediately after being established the RIT leader will perform their incident evaluation/size-up. The purpose of this is to assess the following:
  1. Construction type of the building.
  2. Building size (large structures may require more than one RIT).
  3. Structural integrity.
  4. Access/egress points.


Upon completion of their evaluation, the RIT leader may make recommendations to the incident commander concerning deployment of the RIT (i.e. laddering the building, the need of more than one team, etc.)
- B. Organize/procure the appropriate equipment necessary to affect a rescue of a lost, trapped, or disoriented member. The equipment chosen shall be influenced by the type of building construction, but a minimum should consist of the following:
  1. A complete SCBA (regulator, face piece, air cylinder and frame).
  2. Lifeline
  3. Forcible entry, cutting and breaking tools.
  4. Appropriate lighting.

5. Portable radio.

6. Small hand tools (pliers, wire cutters...)

\*Note: these are only suggestions for the minimum equipment that will be needed and should not be a limiting factor in selecting the equipment for use.

- C. When deployed, the members of the RIT are to operate as a unit and report directly to the Incident Commander. The assignment of the RIT is to locate, rescue and remove lost, trapped, or disoriented firefighters, using any means necessary.
- D. At no time during the incident should members of the RIT be assigned other fire ground tasks, unless the members can either be replaced or the alternate task does not interfere with deployment of the team. This is particularly important, as the task of the RIT is critical.
- E. Throughout the rescue effort the RIT will provide updates to the Incident Commander.
- F. As appropriate, the Incident Commander shall assign personnel to assist the RIT with the rescue effort. The Incident Commander shall also provide personnel to establish a second RIT when the original RIT has been deployed as, unfortunately, these members may also find themselves in need of being rescued.

VILLAGE OF KRONENWETTER FIRE DEPARTMENT	
	SOG Title: Medical Helicopter/Landing Zone
	SOG Number: 148
	Original Date: 1/1/2023
	Revision Date:

## Medical Helicopter/Landing Zone

### Activation:

If it is determined that a medical helicopter will be needed by EMS personnel one will be requested through Marathon County Dispatch.

Activation request should include the incident geographic location with GPS coordinates (when available), landing zone information and radio frequency for communication on approach.

Remember that helicopters may not be able to fly in certain conditions which may include fog, rain, snow, thunderstorms, etc. The pilot will make the final decision if it is safe to fly or not.

### Landing Zone Preparation

Landing zone should be 100'x100', clear of overhead wires, from debris, level, and on a firm surface. Cones or LZ lights may be used to mark the LZ, but must be secured to ground or have a weighted base as to not be kicked up by the rotor wash.

Incident Command shall report hazards (wires, trees, etc.) to the flight crew. Report the height and location of wires within 300 feet of the LZ. If possible, lightly wet down dirt or sand to help prevent flying debris or brownout. Keep all people and animals out of the LZ during landing and take-off. Be prepared to report wind speed and direction, obstructions, and how the LZ will be marked to the pilot.

The LZ contact person should be positioned in front and upwind of the of the helicopter if possible.


The LZ contact person, at a minimum, should wear a reflective vest, helmet, w/chin strap fastened, and eye protection.

### During and after landing

Do NOT radio the helicopter crew during the final 30 seconds before landing, EXCEPT to report an immediate hazard. If an immediate hazard is detected, state "abort landing" or "go around". During night operations the pilot may request that emergency lights be shut off due to night vision goggles.

### Helicopter Safety:

- 1) Never approach the helicopter unless signaled by the crew or pilot.
- 2) Never approach the helicopter from the back.
- 3) Never approach the blind area. (area from the rear of the cabin back)
- 4) Always follow direction of the flight crew when loading and unloading.
- 5) No vehicles within 100 feet of the helicopter.
- 6) Keep landing site 100'x100' clear of obstacles.
- 7) Keep well clear of landing areas when the helicopter is landing or taking off.
- 8) Turn your back to or shield your eyes when helicopter is landing or taking off.
- 9) Never approach or leave the helicopter from uphill.
- 10) Always approach from the downhill.
- 11) Never throw an object in the vicinity of the helicopter.
- 12) Don't light flares near the LZ.
- 13) Never open or close the aircraft doors.
- 14) Never carry equipment above shoulder level.
- 15) Secure helmets or hat when working around the main rotor

VILLAGE OF KRONENWETTER FIRE DEPARTMENT	
	SOG Title: Severe Weather Procedures
	SOG: 149
	Original Date: 1/1/2023
	Revision Date:

## Severe Weather Procedures

**Purpose:**

To have a basic plan to preserve or lessen the effect of the storm on life and property. Storm periods can be divided into three basic phases: storm preparations, storm period, and post storm period. It is essential that Department members understand terminology used by the National Weather Service. Watches indicate that weather conditions are conducive for the formation of storms and the public should expect bad weather. Warnings indicate that a storm is in progress and that persons should take immediate cover.

**Procedure:**

**STORM PREPARATION:** While under the storm watch, members should expect threatening weather. Members' families should be prepared for threatening weather. If severe weather conditions are announced, Kronenwetter Fire Department personnel are to first be certain they provide for the safety and wellbeing of their family before responding to any request(s) for assistance. Personnel should be prepared to respond for emergencies associated with storms.

**STORM PERIOD:** During any storm, members must care for and provide shelters for their family. This should be done prior to the storm period, as there normally are requests for assistance from the Fire Department. If the winds exceed 50 mph or conditions place the firefighters and equipment at risk, vehicles should not leave the station unless absolutely necessary. Keep radio traffic to a minimum.

**POST STORM PERIOD:** Equipment shall be placed back in service as soon as possible. Damaged or broken equipment must be reported to the appropriate company officer. A report of damage shall be made to the Fire Chief indicating the damage and any loss that occurred. The Incident Commander will give out assignments based on the continued size-up of community needs.

**TORNADO:** A request for the Fire Department after a tornado presents a unique challenge. Buildings may be partially damaged or destroyed creating a collapse hazard. The first priority shall be to conduct a search for possible victims in buildings, structures, or vehicles that have been struck. A minimum number of firefighters shall be used to conduct searches. Any persons found should be removed from the building if possible and their injuries assessed and treatment rendered to the ability of the crews on the scene. Persons may have to be treated where they are found. Department crews must also be aware that ambulances may not be available due to their demand elsewhere in the community, or they may have been hit by the tornado and disabled. An Incident Command Post shall be established to control resources.

**UTILITY CONTROL:** All utilities must be controlled as soon as possible to prevent any unwanted escalation of the situation. It will be imperative that we work closely with all affected utility companies to assist us with controlling the situation. Gas must be shut off as broken gas lines in the building can cause an accumulation of gas in pockets or areas. Electricity must be controlled to prevent electrical equipment from arcing and introducing ignition sources into the building causing fires. Once utilities have been controlled, this must be communicated to command.


**RESCUE:** The rescue of endangered occupants will be of the utmost concern. Rescues in heavily damaged or partially collapsed structures will require careful consideration. Shoring equipment, lifting equipment, or even heavy equipment may be required to facilitate rescue. The rescue should be carried out, if possible, with medical personnel present to care for trapped victims. Rescue methods used will vary with the situation; however they will be carried out with safety of the firefighters in mind and so as not

to compromise the safety of any endangered occupants. If needed, request the appropriate MABAS Card for rescue equipment and personnel.

**SECUREMENT:** All buildings shall be secured after they have been searched. Buildings shall be marked or identified that they have been searched so as not to waste time and resources researching buildings.

**FIRES:** Fires as a result of storms shall be combated as outlined by our Standard Operating Guideline for that occupancy.



VILLAGE OF KRONENWETTER FIRE DEPARTMENT	
	SOG Title: Emergency Incident Operations
	SOG Number: 150
	Original Date: 1/1/2023
	Revision Date:

## Emergency Incident Operations

**Purpose:**

To determine safe operating procedures at emergency incidents so that personnel can safely perform tactical operations.

**Procedure:**

When inexperienced members of the Kronenwetter Fire Department are working at an incident, direct supervision shall be provided by officers or more experienced members.

Fire fighters operating in hazardous atmospheres shall operate in teams of two or more. When unable to operate in teams, fire fighters shall limit their work to exterior operations and stay in close contact with their officer. Teams should stay in contact with each other through the use of visual, audible or physical means. Team members shall be in close proximity to each other to render emergency assistance if required.


The officer on the first arriving truck should:

- Perform Risk vs. Benefits assessment of scene
- Focus on rescue of civilians
- Take a defensive position until adequate personnel arrive

Once additional resources arrive on scene and are assigned to operating in the hazardous area, at least one Rapid Intervention Team shall be assigned.

Rapid Intervention Teams exist for the rescue of fire fighters that are operating at emergency incidents. The formation and arrangement of a Rapid Intervention Team shall be flexible based on the type of incident and the size and difficulty of the operations. The incident command shall evaluate the situation and the risk to operating teams and shall provide one or more Rapid Intervention Teams as the number of personnel are available.

Rapid Intervention Teams shall be in full protective clothing with SCBA. Rapid Intervention Teams may perform other operations but shall remain ready to deploy to perform rescue of fire fighters if necessary. As the incident develops in size or complexity, Rapid Intervention Teams shall be on scene fire fighters designated and dedicated as the Rapid Intervention Team

VILLAGE OF KRONENWETTER FIRE DEPARTMENT	
	SOG Title: Water Supply
	SOG: 151
	Original Date: 1/1/2023
	Revision Date:

## Water Supply

### Purpose:

To provide fire officers with a selection of water supply options that may be used for a specific incident.

### Procedure:


#### Water Supply Options

- Several water supply options may be available depending on the location of the incident
- The most common option will either be the water from the engines arriving after the initial engine or from tankers
- Other options are portable dump tanks and dry or wet fire hydrants
- The option used depends on the availability, proximity and integrity of the water supply
- The initial arriving unit or incident commander should determine which option to use
- If there is no fixed water supply available, the incident commander must request for additional water resources as required

#### Procedures

- Directly to fire with no supply line laid:
  - The first in engine proceeds directly to fire without laying a supply line
  - The second in engine is responsible for water supply to the first arriving engine
  - The second in engine has choice of two hose lays
    - Forward lay — from water source to fire
    - Reverse lay — from fire to water source
  - This is to be the standard and the primary method for establishment of water supply to be used by the initial responding units
- Laying a dry supply line (split lay):
  - The first in engine wraps a dry supply line around a fixed and stable object and then proceeds directly to fire with the crew intact
  - The first in engine must announce that they are laying a dry line to other responding apparatus to inform them of the change in normal operations
  - The second arriving engine will connect the supply line to the water supply and charge the line.
  - If the second in engine connects the dry line to itself and supplies its tank water, the second in engine must establish its own water supply as soon as possible
  - This procedure would be selected by the first in engine in cases of dead end streets, alleyways, condominium complexes, long driveways or other limited access situations
- Water supply in front of the fire building:
  - If a water supply is available within 100 feet and is not in the collapse zone of the fire building, it may be used for water supply
  - The first arriving engine shall proceed directly to the fire and begin to attack the fire with its tank water
  - The second in engine will position out of the way and the driver shall stretch and connect a supply line from the first in engine to the water supply
- Tanker shuttle with portable tank
  - First arriving engine attacks fire off its tank water

- First arriving tanker drops off the portable tank at the first engine, drops its water supply into the portable tank and proceeds to tanker fill area
- The first engine shall begin drafting procedure and fill its tank while pumping water
- Tankers shall fill the portable tank, proceed to tanker fill area and return as soon as possible as required
- This procedure is repeated for a continuous water supply to the attack pumper
- This procedure requires a minimum of two tankers
- Miscellaneous water supply options:
  - Pumping water supply lines:
  - All water supply lines shall be opened slowly and the pressure increased until the attack pumper has sufficient pressure
  - The pressure for pumping supply lines shall not exceed 180 psi
- Laying forward supply lines:
  - Driver stops engine just past water supply
  - Rear fire fighter dismounts engine and takes supply line from hose bed with hydrant gates and hydrant tools (hydrant and spanner wrenches)
  - The fire fighter shall secure line to water supply and signal the driver to proceed to attack engine at no more than 10 mph
  - Once at the attack engine, the driver shall park and dismount the engine The driver shall disconnect the supply line from the hose bed and assist the driver of the attack engine with connection to the intake
  - The firefighter at the water supply will charge the supply line after he visually or verbally determines the supply line is connected to the attack pumper
  - The officer should initially supervise the water supply operation and then perform size up of the fire for placement of the second attack hose line
- Laying reverse supply lines:
  - Second arriving engine stops at attack engine and officer and firefighter dismount
  - Firefighter removes supply line from hose bed of second engine and wraps the tire of the attack engine, leaving enough of the line to reach the intake
  - Upon direction from officer, the second engine driver proceeds at no more than 10 mph to lay hose to the water supply
  - Driver of attack engine connects supply line to the intake
  - Driver of second engine makes connection to water supply and charges supply line upon confirmation of connection to attack engine intake
  - The officer should initially supervise the water supply operation and then perform size up of the fire for placement of the second attack hose line
- Laying of dual supply lines:
  - The process of laying and charging dual supply lines is the same as the forward and reverse lay with the addition of the second line
  - Officers should only lay dual supply lines when they are sure it will not exceed the total length of the supply line on the apparatus unless additional lengths are provided for through other arriving apparatus
  - If dual lines are required and the officer is unsure of the distance, one supply line should be laid to assure at least one initially uninterrupted water supply The second line should be laid as soon as possible
  - When charging dual supply lines, water supply should be established by opening and flowing water through one line prior to opening the second line
  - The first line to be opened shall be the one attached to the hydrant connection facing the fire This shall also be the first line to receive a hose clamp at the engine

VILLAGE OF KRONENWETTER FIRE DEPARTMENT	
	SOG Title: Hose Loading Policy
	SOG Number: 152
	Original Date: 1/1/2023
	Revision Date:

## Hose Loading Policy


**Policy:**

Hose loading operations can be very hazardous and have contributed to a number of deaths and serious injuries. This policy addresses hose loading operations which should also be reinforced in training.

**Hose loading**

Emergency vehicle drivers should never move the apparatus until he/she is absolutely certain of the whereabouts of all personnel. Personnel involved in hose loading operations can be permitted to ride on the moving apparatus so long as the following conditions are met:

- The hose loading procedures shall be in written form and all personnel involved should be trained in the procedures.
- There shall be an individual, other than those loading hose, assigned as a safety observer. The safety observer should have an unobstructed view of the hose loading operation and be in visual and voice contact with the apparatus operator.
- Non-fire department vehicular traffic should be excluded from the area or should be under the control of authorized traffic control persons.
- The fire apparatus should never exceed 5 mph while hose loading.
- No personnel should be allowed to stand on the tail step, sidesteps, running boards, or any other location on the apparatus while it is in motion.
- Personnel may be in the hose bed but should not be standing while the apparatus is in motion.

VILLAGE OF KRONENWETTER FIRE DEPARTMENT	
	SOG Title: Sprinkled Building Operations
	SOG: 153
	Original Date: 1/1/2023
	Revision Date:


## Sprinkled Building Operations

**Purpose:**

To provide guidelines for operations at buildings that have sprinkler systems.

**Procedure:**

- It shall be the responsibility of the Incident Commander to ensure that the sprinkler system is supplemented by pumping a fire department connection in the initial stages of an incident.
- The initial arriving engine shall position near the front of the structure for fire attack.
- The second arriving engine shall position near the fire department connection and perform the following operations:
  - Fire department connection on the building:
    - Connect two – 2 ½” hose lines to the FDC.
- If the building has a standpipe system, the standpipe SOG will take precedence.
- The sprinkler, system shall be pumped at 150 psi at the discharge of the engine. If the engine cannot maintain 150 psi, this means too many sprinkler heads have fused and an additional engine will be required to help supply the system.
- Pump operators should be aware of the possibility of pumping against a closed or defective check valve. This can be accomplished by closing the discharge of the hose supplying the sprinkler. If the check valve was open, an increase in pump pressure should occur. If the valve was closed, there will be no increase in- the pump pressure because water was not entering the system. The pump operator shall immediately notify the IC if water is not entering the system.
- The use of private fire hydrants should be avoided because of the possibility of decreasing the flow of water to the sprinkler system.

VILLAGE OF KRONENWETTER FIRE DEPARTMENT	
	SOG Title: Two-In, Two-Out
	SOG:154
	Original Date: 1/1/2023
	Revision Date:

## Two-In/Two-Out

### **Policy:**

To operate as safely and effectively on emergency scenes as possible, the Kronenwetter Fire Department has established the following procedures which shall be adhered to by all operational personnel.

### **Definitions:**

**Immediately Dangerous to Life or Health (IDLH) Atmosphere** – An atmospheric concentration of any toxic, corrosive or asphyxiant substance that poses an immediate threat to life or would cause irreversible or delayed adverse health effects or would interfere with an individual's ability to escape from a dangerous atmosphere.

**Rapid Intervention Team (RIT)** – A specifically designated team (minimum two members) designed to provide personnel for the rescue of emergency service members operating at emergency incidents (“Rescue the Rescuer”) if the need arises.

**Incipient Fire** – A fire in the initial or beginning stage.

**PAR** – Personnel Accountability Report.

### **Procedure:**


The first arriving engine shall determine if the incident involves an “IDLH atmosphere”. At no time shall individuals enter an IDLH atmosphere independently. Teams of at least two (2) members wearing self-contained breathing apparatus (SCBA) and personal protective equipment (PPE) equipped personnel shall be required for entry into a hazardous atmosphere at all times.

In fire situations, it will be necessary for the incident commander to determine if the fire is in the incipient stage. A team of two (2) qualified firefighters may take action to extinguish an incipient fire without the establishment of a rapid intervention team (RIT).

- If the presence of an "IDLH atmosphere" has been determined, two (2) qualified firefighters (properly equipped and trained) are outside the IDLH atmosphere to serve as the RIT to rescue the rescuers if necessary. The Incident Commander (IC) and the pump operator can serve as the initial 2 out crew. Once additional personnel arrive, the IC and the pump operator shall be relieved for the 2-Out duty.
- Members operating in IDLH atmospheres must use SCBA and PPE working in teams of two or more. They must maintain voice or visual contact with each other, command and their division or group supervisors at all times. Portable radios and/or safety rope are not acceptable as replacements for voice or visual contact. Radios can (and should) be used for fireground communications, including communications between interior and exterior teams. Team members must be in close proximity to each other to provide assistance in case of an emergency.

### **Exceptions**

1. Upon arrival at the scene, if members find an **imminent life threatening situation or probable life threatening situation** where immediate action may prevent the loss of life or serious injury, such action shall be permitted without a RIT in place. (Examples: report of persons inside, signs of persons inside, etc.)
2. The incident commander shall evaluate the situation, considering the occupancy, time of day, day of week, reports from persons on the scene, signs that persons may be inside the structure, etc. Entry may be considered if signs indicate a probable victim rescue. In the absence of clear signs or a report from a responsible person on the scene that people are in the structure, it is to be assumed that no life hazard exists and interior attach shall not be initiate until the RIT is in place.

VILLAGE OF KRONENWETTER FIRE DEPARTMENT	
	SOG Title: Ventilation
	SOG:155
	Original Date: 1/1/2023
	Revision Date:

## Ventilation

### **Purpose:**

To aid the incident commander with performing ventilation size up and provide the options available for ventilation.

### **Procedure:**

#### **Ventilation Size up**

- Ventilation size up requires evaluation of the following conditions:
  - What type of building is involved?
  - Where is the location and the extent of the fire?
  - What are the life hazards involved?
  - Is ventilation required and what type of ventilation would be beneficial?
- The methods of ventilation that are available are:
  - Horizontal
  - Vertical
  - Forced (positive pressure)
  - Hydraulic ventilation (water supply)

#### **Ventilation Strategy**

- One Story Dwelling:
  - Open windows ahead of the attack line crew as the fire is extinguished.
- Two Story Dwelling:
  - Open window near the attack crew on the 1st and 2nd floors and then open the remainder of the 2nd floor windows.
- Attic Fires:
  - Attic fires should be attacked from the interior and ventilation should initially be completed by pulling and removing the windows and louvers at each end of the attic area.
  - If further ventilation is required, vertical ventilation should be performed.
- Basement Fires:
  - In a residential basement, ventilate all available openings to the outside as well as the first-floor doors and windows.
- Industrial/Commercial Fires:
  - Ventilation should start on the roof by utilizing natural openings (e.g., scuttle doors or skylights) and then perform other vertical ventilation as required.
  - The potential of roof collapse should be considered for certain types of construction.

#### **Vertical Ventilation**

- Firefighters should work in teams of at least two to perform vertical ventilation and all personnel shall wear self-contained breathing apparatus (SCBA).
- All personnel operating in the area of the ventilation opening or if conditions are poor on the roof, firefighters shall utilize SCBA.
- Personnel shall determine the stability of the roof by sounding out the roof prior to stepping off the ladder. If the structural stability is in question, report the condition to the Incident Commander and do not allow any personnel to step onto the roof.

- No personnel shall be assigned to perform vertical ventilation on a roof under the following conditions:
  - An incident in the DEFENSIVE mode.
  - A building with truss roof construction where it is suspected that the truss area is being attacked by the fire.


#### **Horizontal Ventilation**

- Whenever a firefighter removes a window or door during ventilation from the exterior, the firefighter shall search the immediate area around the window or door with a tool from the exterior for potential victims.

#### **Positive Pressure Ventilation**

- Positive pressure ventilation (PPV) can be utilized in the overhaul stage of the fire to lower carbon monoxide levels and to improve visibility.
- PPV must be properly considered against the desired result. Premature pressurizing of the fire building can cause fire spread toward victims or increase property damage.



VILLAGE OF KRONENWETTER FIRE DEPARTMENT	
	SOG Title: Size-Up
	SOG:156
	Original Date: 1/1/2023
	Revision Date:

## Size-Up

### **Purpose:**

To describe the procedure for making an evaluation of the problems and conditions that effect size up and the outcome of the fire. The size, up will determine the operational mode that will be used to fight the fire from the onset of operations.

### **Procedure:**

There are thirteen (13) basic points of size up to consider throughout the operation from the time the alarm is received until the incident is under control:

1. Location of the Fire — determines the life hazard and the probability of extension of the fire
2. Extension — the four methods of fire spread must be considered (radiation, convection, conduction and flying brands)
3. Life Hazard — three life hazard categories:
  - a. Civilians: those in the greatest danger are on the fire floor, the floor above the fire floor, the uppermost floor and the floors in between
  - b. Firefighters: life hazards to fire fighters occur in three methods:
    - i. Smoke because of toxicity and poor vision
    - ii. Both interior and exterior building collapse
    - iii. Fire through flashover and extension
  - c. Others: spectators and support personnel may be exposed to danger without their knowledge by being too close to an incident.
4. Time — the time of an incident will have an impact on the occupant load within the building as well as visibility problems for fire fighters
5. Weather — the weather can have several effects on the operation including:
  - a. Wind affecting the movement of smoke
  - b. Temperature affecting fire fighters and equipment
  - c. Delay in response time due to road conditions
6. Construction — the type of construction can influence fire behavior and tactics. The following is a list of construction types:
  - a. Class 1 Fire Resistive
  - b. Class 2 Noncombustible
  - c. Class 3 Ordinary
  - d. Class 4 Heavy Timber/Mill
  - e. Class 5 Wood Frame
7. Height — influences the use of fire department ladders and the possibility of implementing high rise operations
8. Area — large and unprotected areas will require rapid application of large volumes of water
9. Occupancy — determination of the primary use of the building on a daily basis will determine the tactics used
10. Access — determine of the best exterior access as well as interior access is important for tactics
11. Water Supply — determination of the gallons per minute required to extinguish the fire as well as the realistic flow for the resources available
12. Internal Protection — consideration of standpipes and automatic sprinklers influence the tactics used
13. Apparatus and Personnel — awareness of the apparatus and personnel responding greatly influence tactics


Initial arriving units must summarize all 13 points into a clear and accurate assessment of the incident at hand. The important obvious factors that will influence the size up and selection of the operational mode are:

- Life Hazard
- Location of Fire
- Extension Probability
- Type of Fire
- Size of Fire

Initial arriving units must communicate a size up that includes:

- General construction type
- Observable conditions e.g., smoke or fire visible including amount and location
- Transmission of the size up must be in plain language and include the action to be taken e.g., "Engine 1 on scene, we have a two story wood frame with fire visible from two windows on second floor. Engine 1 is attacking fire with a 1 3/4".

Size up must continuously be performed throughout the incident for re-evaluation of fire conditions and tactics.

VILLAGE OF KRONENWETTER FIRE DEPARTMENT	
	SOG Title: Operational Modes
	SOG:157
	Original Date: 1/1/2023
	Revision Date:

## Operational Modes

### **Purpose:**

To provide the Fire Officer with methods for the selection of the operational mode.

### **Procedure:**

#### **Offensive Strategy**

Offensive Strategy — interior attack and related support directed towards the goal of rapid control of the fire.

- Offensive Operations
  - In most instances, offensive operations are evident, but in certain situations an interior offensive attack may be performed while exterior defensive operations are instituted
  - The IC must consider fire spread as it relates to rescue operations, confinement efforts and exposure protection
  - Offensive fires must be fought from the INTERIOR UNBURNED side of the structure (interior stability is the principal offensive strategy factor)
  - Initial attack efforts must be organized to support rescue operations The first attack hose line should be positioned between the fire and the victims
  - The issues of rescue, fire confinement, extension, exposure protection are resolved in most situations with the rapid deployment of a well-positioned attack line
  - If a fire has self-vented and is not threatening exposures, attack the fire from the unburned side of the structure as the fire has probably vented in the proper direction
  - Contemplate set up time, write off lost property and get ahead of the fire
- Basic Offensive Plan
  - First hose line positioned for rapid and aggressive interior attack
  - Provide support activities e.g., ventilation
  - Perform primary search
  - Second hose line positioned to back up the first hose line and prevent extension
  - Rapidly evaluate success of tactics and respond as required


#### **Defensive Strategy**

Defensive Strategy — exterior attack directed to initially reducing fire extension and then bringing the fire under control.

- Defensive Operations
  - Interior operations are abandoned for reasons of personnel safety and the amount of Fire
  - The initial objective in defensive operations is to protect exposures
  - The second objective is to reduce the fire
  - Master streams are generally the most effective for defensive operations to deliver large volumes of water to meet the objectives
  - If the threat to an exposure is severe and the water supply is limited, the initial efforts should be directed to protecting the exposure
- Basic Defensive Plan
  - Evaluate fire spread and write off lost property
  - Identify key tactical positioning of fire streams
  - Prioritize fire streams
  - Provide for large well-placed streams
  - Set up to pump large GPM operations
  - Determine the need for additional resources
  - “Surround and drown” the fire

**Miscellaneous**

- Offensive and defensive operations will always occur independently although there may be situations where a change from one strategy to another will be required because of a change in fire conditions. An initial large caliber fire stream may darken a fire enough to allow for interior operations.
- If an investigation reveals a fire is in progress, companies should prepare and perform aggressive offensive operations.

VILLAGE OF KRONENWETTER FIRE DEPARTMENT	
	SOG Title: Strategy & Tactics
	SOG:158
	Original Date: 1/1/2023
	Revision Date:

## Strategy & Tactics

### **Purpose:**

To provide guidelines to all officers and personnel as to what the primary mission will be on the fireground. The Kronenwetter Fire Department will respond to incidents with the intention of safely accomplishing the following priorities:

- Life Safety/Scene Safety.
- Incident Stabilization.
- Property Conservation.

There are seven critical phases that must occur to achieve the incident priorities:

- Life Safety/Scene Safety.
- Exposure Protection.
- Confinement.
- Extinguishment.
- Overhaul.
- Ventilation.
- Property Conservation.

### **Procedure:**

#### **Life Safety/Scene Safety**

Life safety involves both civilians and firefighters. A RISK vs BENEFITS decision must be made in the early stages of an incident, which will determine if it is worth the risk to fire fighters to save civilians.

Fire officers must be reasonably confident that the benefits outweigh the risk when committing personnel to hazardous areas. There are four options available to the fire officer on the fireground:

- Perform a rescue or removal of victims from a hazardous area
- Cut off or extinguish the fire before it reaches the victims and protect in place
- Use a combination of both extinguishing the fire and removal or rescue of victims
- Not attempting a rescue because there is no possibility of a rescue without the loss of the victim's and/or the rescuer's life

Fire officers should use the following four concepts as a guide for their actions when evaluating life safety:

- Remove the victims in the greatest danger first
- When sufficient resources are not present, perform the tasks that protect the greatest number of human lives first
- When there are occupants, the lives of fire fighters should not be unduly endangered

#### **Exposure Protection**

Exposures can be classified by location (internal or external) or by type (life, property or fire protection system). An exposure is any object including humans that is endangered by the fire or emergency situation.

Fire officers must keep in mind that while exposure protection has priority over fire confinement, control of the fire may eliminate the exposure problem. Exposure for nearby buildings should include constant observation of the interior and exterior of the exposure.

#### **Confinement**

Confinement consists of those operations that prevent the spread of fire or the emergency. Officers must avoid "chasing" the fire and much of the operation depends upon proper hose size and placement.

The incident commander should assign the necessary amount of personnel to perform truck company operations (e.g. ventilation) to assist the engine companies in confining the fire.

### **Extinguishment**

Extinguishment is the operation that occurs once the fire has been confined. The officer's main concern during extinguishment is to properly use the hose lines and ensure that water is applied to the seat of the fire.

### **Overhaul**

Overhaul involves checking the fire area for hidden fire. Officers must ensure walls and ceilings are opened up if there is any doubt as to whether there may have been extension into concealed spaces.

### **Ventilation**

Ventilation should occur in coordination with hose line placement so that the engine company can more efficiently advance to the interior of the structure. The three common forms of ventilation are:

- Horizontal
- Vertical
- Positive Pressure (upon orders of the incident commander and after consulting with the interior fire attack crew)

### **Property Conservation**


Property conservation is also commonly referred to as salvage. This step starts with the proper selection of fire attack. An aggressive interior attack will greatly reduce overall property damage.

Property conservation encompasses salvage where fire department personnel will cover property and remove water. Salvage operations significantly reduce indirect fire damage.

**Note:** There are situations where all seven steps overlap or do not apply. Even if all the steps are not used, they should be considered at every incident.

### **Strategy and Tactics**

- Strategy is the overall plan of action for the fireground operation.
- Tactics are the actions used to accomplish the strategy.
- Incident commanders should restrict their activities to setting strategic plans and allow company officers to perform the tactics.

VILLAGE OF KRONENWETTER FIRE DEPARTMENT	
	SOG Title: Automatic Aid & MABAS Deployment
	SOG: 159
	Original Date: 1/1/2023
	Revision Date:

## Automatic Aid & MABAS Deployment

**Purpose:** This standard pertains both to the Kronenwetter Fire Department (KFD) response to a Mutual Aid request, or when requesting Mutual Aid from other departments.

KFD maintains Mutual Aid agreements with a number of neighboring fire departments to help ensure adequate resources can be brought to bear for varied circumstances to assist in the mitigation of the incident and to provide for firefighter health and safety, as well as those citizens impacted by the incident.


The mission of MABAS (Mutual Aid Box Alarm System) is to provide swift emergency response and provide sustained operations when a department or region is stricken by a locally overwhelming event that is caused by man-made, technological, or environmental event. A MABAS response request will deploy a wide range of assets specific to the needs of the incident, such as fire, emergency medical (EMS), hazardous materials or technical rescue teams, including but not limited to water rescue, urban search and rescue. MABAS teams may respond within or outside the immediate response region at the direction and authorization of local and/or state agencies. While responding to MABAS requests for outside of Division 130 you must comply with that divisions training requirements, with at minimum state Fire 1 Certification. This SOG reinforces KFD's commitment to both the mutual aid agreements and the MABAS System and Division 130.

**Guideline:**

- Mutual Aid: -
  - KFD requests for outside mutual aid shall be made by the Incident Command (IC) through Marathon County Dispatch.
  - The IC shall incorporate mutual aid units into the on-scene accountability system.
  - The IC shall release mutual aid units at the earliest opportunity after the incident is stabilized.
  - Outside requests directed to the KFD for mutual aid will generally come through Marathon County Dispatch.
  - The Officer in Charge (OIC) is responsible to ensure appropriate units to the request respond.
  - KFD personnel will continue to follow KFD Policies and Guidelines when performing their duties under mutual aid; responding units shall utilize ICS as incorporated by the requesting department.
  - Personnel in charge of KFD mutual aid apparatus shall work with the IC to be released in a timely manner upon stabilization of the incident.

**MABAS:**

- MABAS requests to the KFD are based on Division 130 response cards.
- Depending on resource availability, the OIC may need to notify the requesting agency of KFD's need to modify the parameters of the MABAS request.
- For MABAS events per MABAS rules 3 personnel are required on engines.
- When KFD units respond to a MABAS Box Alarm request, personnel will follow MABAS Division 130 SOG's as adopted by Marathon County.
  - If in doubt of what action to take, and IC cannot clarify, the KFD officer on-scene or senior firefighter shall contact the OIC for clarification and/or direction.

VILLAGE OF KRONENWETTER FIRE DEPARTMENT	
	SOG Title: Forcible Entry
	SOG: 160
	Original Date: 1/1/2023
	Revision Date:

## Forcible Entry

**Purpose:** To establish procedures for forced entry into secured properties during emergency responses

**Guideline:**

- The primary objective of any forced entry is to gain rapid entry into a secured structure, through an access route that produces the least amount of property damage.
- At times it may be necessary to sacrifice the objective of minimizing damage to enter a structure with the greatest speed. It should be remembered, however, that most incidents do not justify indiscriminate damage in order to gain entry into a secured structure.
- When forcing entry into secured structures, consideration should also be given to securing the structure after access has been gained.
- Remember to “try before you pry,” in all situations involving forcible entry. - Use the Knox Box if applicable and investigate alternate means of egress.
- Full turnout gear, gloves, and eye protection shall be worn by all members involved in forcible entry operation.

**FORCED ENTRY AT MEDICAL EMERGENCIES:**

- If upon arriving at the scene of a reported medical emergency, KFD personnel can see or communicate with a patient who is incapacitated inside a secured structure, the following actions should be taken:
  - Notify Marathon County Dispatch that forced entry will be initiated to gain access to the patient.
  - Request the response of the Kronenwetter Police Department.
  - Request the assistance for more support as needed.
  - Force entry and provide patient care.
- If upon arriving at the scene of a reported medical emergency, KFD personnel cannot see or communicate with anyone inside a secured structure, the following actions should be taken:
  - Contact Marathon County Dispatch and confirm the location of the call and inquire about the location where the 911 call originated.
  - Request the response of KPD.
  - Request a callback to patient by Marathon County Dispatch for further information. Listen for any phones ringing from inside the structure when this action is taken.
  - Await the arrival of KPD who can authorize forced entry, if the circumstances present reasonable cause for such entry. If it is determined that a reasonable cause for forced entry exists, KFD personnel shall be accompanied by KPD when entering the structure and searching for the patient.


**FORCED ENTRY AT OTHER EMERGENCIES:**

- Personnel are authorized to force entry into secured structures to which they have been dispatched, when any of the following conditions are observed:
  - Obvious signs of smoke or fire.
  - Obvious signs of water leaking from under doors, which may indicate sprinkler activation or a broken water pipe.
  - Presence of a hazardous condition that could result in injury or property damage.
- Personnel shall not force entry into a secured structure to which they have been dispatched to investigate a fire alarm activation, unless there are obvious signs of smoke, fire, sprinkler



activation, or hazardous condition, such as the smell of gas. Marathon County Dispatch shall be requested to make every effort to contact a key holder to respond to the scene and open the structure. Officers should check the exterior of the structure for the presence of a Knox Box or any posted lists of emergency contact persons.

**SECURING PROPERTY FOLLOWING FORCED ENTRY:** Before leaving an incident scene where forced entry was used to gain access to a secured structure, the structure shall be re-secured, or turned over to a responsible individual

VILLAGE OF KRONENWETTER FIRE DEPARTMENT	
	SOG Title: Salvage
	SOG: 161
	Original Date: 1/1/2023
	Revision Date:

## Salvage

### Purpose:

To establish procedures for conducting salvage operations during and after structure fires.

**Guideline:** Salvage includes activities required to stop direct and indirect fire damage in addition to those required to minimize the effects of firefighting operations. This includes losses from heat, smoke, fire, and the weather.


- Salvage operations must be aimed at aggressively controlling loss by the most expedient means. Salvage objectives are:
  - Covering openings to keep weather out and to secure the building.
  - Removing furniture and personal belongings to a safe location.
  - Debris removal.
  - Removal of valuables from debris.
  - Other actions as necessary to prevent property loss.
- Command will provide for salvage at all fires or other incidents posing potential damage to property.
- Salvage operations most often involve early smoke removal and covering building contents with salvage covers or plastic. In some cases, the contents of all threatened areas, where appropriate, can be removed to a safe location. When removal is not practical, contents should be grouped in the center of rooms, raised off of the floor and covered to provide maximum practical protection.
- The following items should be considered when addressing salvage:
  - Type, value and location of contents.
  - The extent and location of the fire.
  - Recognition of existing and potential damage sources.
  - Estimate of required resources.

### PROCEDURE:

- Salvage efforts should begin in areas most severely threatened by damage. In most cases that will be areas directly adjacent to or below the fire area. Additional salvage activities should expand outward until all areas of potential loss are secured.
- All firefighting activities have the potential to damage property and contents. The key to successful salvage is to distinguish between excessive damage, and damage that is required to reduce potential fire damage. Aggressive loss control activities reduces the damage incurred during firefighting operations.
- Replacement price and value should be primary considerations when performing salvage operations. It is often difficult to separate value from price, however, salvage crews should weigh the worth (value) of items in addition to their dollar cost. Business records, for example, have extremely high value to business owners while their price represents only the paper they are printed on. Pictures, wall paintings, family mementos, etc., may have very high personal value to the property owner.
- An early request for manpower and salvage equipment can significantly reduce loss. The first company assigned to salvage should consider the size-up factors and request sufficient resources to stabilize the situation.
- Common salvage equipment includes salvage covers and boxes, rolled plastic, hall runners, brooms and squeegees. Where salvage covers must be left on scene, arrangements should be

made for pickup later. Incident Command (IC) should schedule a return walk through to insure post-incident damage is not occurring.

- The IC should meet with the property owner or responsible party, to determine/identify the salvage priorities. The earlier this can be done, the greater the opportunity to identify high value/priority items or areas. In some cases, when safe to do so, allowing the property owner/occupant to be escorted through the building can be of great assistance to the salvage operation.

VILLAGE OF KRONENWETTER FIRE DEPARTMENT	
	SOG Title: Overhaul
	SOG: 162
	Original Date: 1/1/2023
	Revision Date:

## Overhaul

### Purpose:

To establish procedures for conducting overhaul operations during and after structure fires.

**Guideline:** The goal of overhaul is to reduce the occurrence of secondary fires, control loss, and stabilize the incident scene while providing for firefighter safety in doing so. Additional objectives include preserving evidence and securing the fire scene.

During overhaul care should be given to protect personnel from exposure from the by-products of combustion by wearing full PPE and SCBA. Unsafe conditions should be identified early in the overhaul process and efforts made to avoid possible problems.

Effective overhaul activities reduce the potential for secondary fires. IC should ensure overhaul is conducted safely and ensure all fire is extinguished.


Use early and continuing ventilation to maintain an acceptable working environment and reduce loss.

Meet with the property owner/occupant to explain the reasons for overhaul operations. Where it is safe to do so the IC or other Officer may escort the property owner/occupant through the fire area providing them to remove personal possessions/valuables or assisting them in boxing and removing these items.

### Procedure:

- Fire suppression operations might not detect and extinguish small pockets of fire concealed in construction voids or hidden under debris. Overhaul activities include thoroughly searching the fire scene to detect and extinguish hidden fires or "hot spots". Within our standard Risk Management profile – "Risk a little and in a calculated manner to protect savable property" -- suppression crews should open as many of these construction voids as is reasonably possible.
  - Floor, wall or ceiling areas showing evidence of extensive decomposition due to fire should be thoroughly examined during overhaul.
  - Additional areas to check include wooden door jambs, air conditioning vents and registers, baseboards, door and window casings, metal to wood connections, ties, straps, conduits, and areas around light fixtures and electrical outlets.
- Crews should search for any evidence of smoke or remaining hot spots. Crews should examine all materials below salvage covers. In some cases, crews may need to create additional openings in the structure.
- Companies performing overhaul should continuously weigh the importance of preserving evidence with the need to immediately remove debris and completely extinguish all traces of fire. In some cases, it may be necessary to monitor spot fires until investigators arrive on the scene. In these instances, evidence should remain untouched, undisturbed and in its original location. Where circumstances prohibit this, evidence should be removed under the direction of a fire investigator.
- Overhaul activities as described above will not be conducted on structures that have been declared Defensive Fires. Firefighter safety prohibits standard overhaul activities in structurally compromised buildings. Crews will continue to apply water to hidden fire/hot spots from exterior positions until all fire is completely extinguished.
- A post incident inspection will be performed prior to the last fire department unit leaving the scene. The IC is responsible for ensuring that the fire area has been thoroughly overhauled.

- Securing the fire scene is also a function of overhaul. Securing refers to actions required to protect the structure and contents from any further loss after fire suppression companies have left the scene. Roof ventilation holes and broken windows should be covered to reduce weather damage and deter vandalism. Rolled plastic is ideal for this purpose. For safety reasons, Page 3 of 3 remaining glass shards should always be removed from the frames of broken windows prior to installing covers or leaving the scene. Securing the scene also includes the actions required to ensure the safety of all persons likely to visit the incident scene. Once a hazard zone is established during firefighting operations, it must not be abandoned prior to removing or stabilizing the hazard. Overhaul companies must provide a means of identifying and guarding hazards that cannot be removed or stabilized. Barricades, hazard tape, and the posting of guards are all suitable methods depending upon its severity

VILLAGE OF KRONENWETTER FIRE DEPARTMENT	
	SOG Title: Fire Prevention Activity Report
	SOG: 163
	Original Date: 1/1/2023
	Revision Date:

## Fire Prevention Activity Report

**Purpose:**

To report fire prevention activities.

**Scope:**

**Procedure:**

This tool will support reporting needs for fire prevention/public education activities by recording:

- Date
- Target audience
- Program conducted
- Number of contacts
- Members involved/hours involved
- Program specifics
- Handout/giveaways provided
- Comments

# Kronenwetter Fire Department Fire Prevention Activity Report

Date of Activity: \_\_\_\_\_

**Target Audience:**

- |   |   |
|---|---|
| <input type="checkbox"/> Pre-K Children       | <input type="checkbox"/> Adults               |
| <input type="checkbox"/> Grades K-4 Children  | <input type="checkbox"/> Business             |
| <input type="checkbox"/> Grades 5-8 Children  | <input type="checkbox"/> Senior Citizens      |
| <input type="checkbox"/> Grades 9-12 Children | <input type="checkbox"/> High Risk Population |
| <input type="checkbox"/> Other                |   |

**Program:**

**Number of people contacted:**


**Firefighters involved:**

**Program specifics:**

**Handouts/Giveaways provided:**

**Time for event:**

**Comments:**

VILLAGE OF KRONENWETTER FIRE DEPARTMENT	
	SOG Title: Lock Out/Tag Out
	SOG: 164
	Original Date: 1/1/2023
	Revision Date:

## Lock Out/Tag Out

**Purpose:**

This policy is intended to provide specific practices and procedures to safeguard personnel from equipment becoming unexpectedly energized, the start-up of machinery and equipment, or the release of hazardous energy during emergency and non-emergency operations.

Personnel can be seriously or fatally injured if machinery or equipment they are working within becomes unexpectedly energized, starts-up or releases stored energy. The stored energy sources include electrical, mechanical, hydraulic, pneumatic, chemical, thermal, and others.

**Situations requiring device lock-out:**

- When a device or piece of equipment is not operating in its designed capacity and could injury any employee who attempts to use the device. This includes department fire and rescue apparatus that are unsafe for travel on public ways or are unable to carry passengers safely.
- When a device or piece of equipment is being serviced and/or the safety features have been disabled in any way.
- When the department responds to an emergency scene where employees are required to interact with machines, devices, or utilities that are powered by electrical, chemical, thermal, hydraulic, or other energy types.

**Guideline:**

This requires that designated fire department personnel (company officers, chiefs, etc.) work with facility personnel to turn off and disconnect the machinery or equipment from its energy source(s) before working in and around the equipment. This also requires that designated fire department personnel install lock-out/tag-out the energy isolating device(s) to prevent the release of hazardous stored energy and take steps to verify that the energy has been effectively isolated.

Upon arrival at an emergency incident involving machinery or equipment that was or is involved in fire or entrapment of victims, the company officer or crew leader shall retrieve the lock-out/tag-out equipment. The Officer in Charge must work closely with facility personnel familiar with the lock-out/tag-out procedures specific to the equipment or machinery that is involved to ensure the following:

- All energy sources to the machinery or equipment have been de-energized.
- The Officer in Charge places fire department lock-out/tag-out equipment to secure energy sources.
- Verify that all energy sources have been secured.
- The Officer in Charge holds the keys and controls the fire department's lock-out/tag-out equipment.
- Once fire department operations have been completed, remove the fire department's lock-out/tag-out equipment and turn the machinery or equipment back over to facility personnel.

**Non-Emergency/Service/Maintenance Procedure:**

- Notify all affected personnel that servicing or maintenance is required on a machine or equipment and that the machine or equipment must be shut down and locked out to perform the servicing or maintenance.



- The authorized person shall refer to the manufacturer's procedure to identify the type and magnitude of the energy that the machine or equipment utilizes, shall understand the hazards of the energy, and shall know the methods to control the energy.
- If the machine or equipment is operating, shut it down by the normal stopping procedure (depress the stop button, open switch, close valve, etc.).
- De-activate the energy isolating device(s) so that the machine or equipment is isolated from the energy source(s).
- Lock out the energy isolating device(s) with assigned individual lock(s).
- Stored or residual energy (such as that in capacitors, springs, elevated machine members, rotating flywheels, hydraulic systems, and air, gas, steam, or water pressure, etc.) must be dissipated or restrained by methods such as grounding, repositioning, blocking, bleeding down, etc.
- Ensure that the equipment is disconnected from the energy source(s) by first checking that no personnel are exposed, then verify the isolation of the equipment by operating the push button or other normal operating control(s) or by testing to make certain the equipment will not operate.
- Caution: Return operating control(s) to neutral or "off" position after verifying the isolation of the equipment.
- The machine or equipment is now locked out.

#### **Restoring Equipment to Service:**

- Check the machine or equipment and the immediate area around the machine to ensure that nonessential items have been removed and that the machine or equipment components are operationally intact.
- Check the work area to ensure that all personnel have been safely positioned or removed from the area.
- Verify that the controls are in neutral.
- Remove the lockout devices and reenergize the machine or equipment. The removal of some forms of blocking may require repowering of the machine before safe removal.
- Notify affected personnel that the operation is completed and the machine or equipment is ready for use.

#### **Keeping Equipment Out of Service:**

If equipment is deemed unsafe the equipment shall remain in the off position. The equipment shall be secured with tie wraps and a tag stating that the equipment should remain out of service until serviced by authorized personnel.

#### **Authority**

The only person that shall have the authority to remove the lock or tag from a piece of equipment or machine is the individual who originally locked out the device. In the event that this individual has left the immediate area, the Officer in Charge may authorize the removal of the locking device or tag, however only before:


- Making a valid attempt to contact the individual who originally locked out the device.
- If that person cannot be reached, the Officer in Charge must ensure that all tools have been removed, all guards have been replaced and all personnel are free from any hazard before the lock and tag are removed and the machinery, equipment or process are returned to service.

In the event that a lockout, tag-out situation occurs during normal operations (not at the scene of an emergency), the Chief of the Department or Safety Officer will fill the Officer in Charge's role described above.

**Training:**

Employees not authorized to perform LOTO procedures are referred to as “affected” employees. All affected employees shall be instructed in the purpose and use of the LOTO procedure. Instruction for affected employees will also include the prohibition of:

- Attempts to restart or re-energize machines or equipment that have been locked/tagged out by an authorized employee
- The use or removal of LOTO equipment by non-authorized employees

<b>VILLAGE OF KRONENWETTER FIRE DEPARTMENT</b>		
	SOG Title: Incident Response Matrix	
	SOG: 165	
	Original Date: 1/1/2023	Revision Date:

## Incident Response Matrix

**Purpose:**

This policy is intended to provide guidance on vehicle response order for incident responses.

<b>Kronenwetter Fire Department Incident Response Matrix</b>					
<b>Structure Fire - Hydrant</b>			<b>Automatic Aid - Structure Fire - Hydrant</b>		
<b>Vehicle</b>	<b>Maximum Staffing</b>	<b>Minimum Staffing</b>	<b>Vehicle</b>	<b>Maximum Staffing</b>	<b>Minimum Staffing</b>
Engine 1	6	2	Engine 2	5	3
Engine 2	5	2	Rescue 6	7	2
Rescue 6	7	1*			
Brush 1	4	1*	<b>Automatic Aid - Structure Fire - Non-Hydrant</b>		
Car 2	5	1*	<b>Vehicle</b>	<b>Maximum Staffing</b>	<b>Minimum Staffing</b>
			Tender 2	2	2
			Engine 2	5	2
			Rescue 6	7	2
<b>Structure Fire - Non-Hydrant</b>			<b>Automatic Aid - Brush/Grass Fire</b>		
<b>Vehicle</b>	<b>Maximum Staffing</b>	<b>Minimum Staffing</b>	<b>Vehicle</b>	<b>Maximum Staffing</b>	<b>Minimum Staffing</b>
Engine 1	6	2	Brush 1/L	5	2
Tender 2	2	1*	Engine 2	5	3
Brush 1	4	1*			
To Fill Site			<b>Mutual Aid Box Alarm System (MABAS Calls)</b>		
Engine 2	5	1*	<b>Vehicle</b>	<b>Maximum Staffing</b>	<b>Minimum Staffing</b>
Rescue 6	7	1*	Engine	6	3
Car 2	5	1*	Rescue 6	7	3
			Tender 2	2	2
			Brush 1	4	2
<b>Motor Vehicle Accident (10-50)</b>			<b>MABAS Call response will be based upon piece of equipment requested on run card. If minimum staffing is not met, then a pass will be taken.</b>		
<b>Vehicle</b>	<b>Maximum Staffing</b>	<b>Minimum Staffing</b>			
Engine 1	6	1*	<b>If due to staffing shortages we cannot respond to our own calls, request the following agencies:</b>		
Rescue 6	7	1*	<b>Riverside Fire District - Calls North of Maple Ridge Road</b>		
Tender 2	2	1*	<b>Mosinee Fire District - Calls South of Maple Ridge Road</b>		
If on Highway					
Engine 2	5	1*			
<b>Carbon Monoxide Alarms (CO Alarms)</b>					
<b>Vehicle</b>	<b>Maximum Staffing</b>	<b>Minimum Staffing</b>			
Engine 1	6	2			
Rescue 6	7	1*			
<b>Brush/Grass Fire</b>					
<b>Vehicle</b>	<b>Maximum Staffing</b>	<b>Minimum Staffing</b>	<b>* Denotes Non-Emergency Response when responding with only 1 person.</b>		
Engine 1	6	2			

# Acknowledgement

By signing this form, I acknowledge that I have received and reviewed the Kronenwetter Fire Department Standard Operating Policies and Guidelines.

I understand that I am responsible for reading these documents and familiarizing myself with their contents. I also understand that the policies contained in these documents apply to me and that it is my responsibility to comply with the policies and any revisions made to them.

I understand that the Kronenwetter Fire Department SOG's adopted 1/1/2023 supersedes all prior handbooks or personnel policies on the subjects contained in it and that the Fire Chief has the right to change, modify, add to, substitute, or eliminate, and to interpret and apply, the policies and rules described therein.

Print Name \_\_\_\_\_

Sign Name \_\_\_\_\_

Date \_\_\_\_\_

<b>MEETING DATE:</b> February 13, 2023	<h1>REPORT TO CLIPP</h1>		<b>AGENDA ITEM #</b> 8.11.
<b>PRESENTING COMMITTEE:</b>  CLIPP	<b>COMMITTEE CONTACT:</b>	<b>STAFF CONTACT:</b> Theresa O'Brien, Fire Chief	<b>PREPARED BY:</b> Theresa O'Brien, Fire Chief
<b>ISSUE:</b> Discussion & Recommendation: Update Chapter 50 Emergency Medical Services and Chapter 66 Fire Department Ordinances			
<b>OBJECTIVES:</b> <b>The current ordinances (Chapter 50 &amp; 66) are out of date – bring them current</b>			
<b>ISSUE BACKGROUND/PREVIOUS ACTIONS:</b>  The current ordinances (Chapters 50 & 60) are out of date and reference old material, these need to be updated to take out non-existent material and old references			
<b>PROPOSAL:</b> See attached			
<b>ADVANTAGES:</b> Bring ordinances up to date			
<b>DISADVANTAGES:</b> <b>Ordinances would continue to reference material that is out of date</b>			
<b>ITEMIZE ALL ANTICIPATED COSTS (Direct or Indirect, Start-Up/One-Time, Capital, Ongoing &amp; Annual, Debt Service, etc.)</b>			
<b>RECOMMENDED ACTION:</b> <b>Approve changes to Village ordinances chapters 50 &amp; 66</b>			
<b>OTHER OPTIONS CONSIDERED:</b>			
<b>TIMING REQUIREMENTS/CONSTRAINTS:</b>			
<b>FUNDING SOURCE(s) – Must include Account Number/Description/Budgeted Amt CFY/% Used CFY/\$ Remaining CFY</b> Account Number: Description: Budgeted Amount: Spent to Date: Percentage Used: Remaining:			
<b>ATTACHMENTS (describe briefly):</b> Village Ordinances Chapter 50 & 66 – areas to change have been edit with strike throughs			

## Chapter 50 **Emergency Medical Services**

[HISTORY: Adopted by the Village Board of the Village of Kronenwetter 4-12-2004 as Ch. 26, Art. IV, of the 2004 Code. Amendments noted where applicable.]

### **GENERAL REFERENCES**

Fire Department — See Ch. 66.

#### § 50-1 **Creation.**

There is hereby created the EMS Unit which shall provide emergency medical services by the Village first responders and emergency medical technicians.

#### § 50-2 **EMS Coordinator/Assistant EMS Coordinator.**

##### **A.**

Appointment.

**(1)** The EMS Coordinator shall **be recommended by the Fire Chief** and appointed by the Police and Fire Commission. **In the absence of an EMS Coordinator the Fire Chief shall act as the EMS Coordinator.**

~~**(2)** The EMS Coordinator shall appoint an Assistant EMS Coordinator subject to the recommendation of the Fire Chief and approval of the Police and Fire Commission. The Assistant EMS Coordinator shall function as the EMS Coordinator in his or her absence and at other times shall assist the EMS Coordinator.~~

~~**(3)** (2)~~

Emergency Medical **Services** Technicians and First Responder personnel shall be appointed by the EMS Coordinator subject to the recommendation of the Fire Chief and approval of the Police and Fire Commission.

**(4)**

Emergency Medical **Services** Technicians and First Responder personnel are not required to be Village firefighters, however, shall be deemed subordinates of the Fire Chief as that term is defined under Wis. Stats. § 62.13.

##### **B.**

Compensation.

**(1)** The compensation to be paid to the EMS Coordinator, ~~Assistant EMS Coordinator, Emergency Medical Technicians, and First Responder~~ and **Emergency Medical Services** personnel shall be as from time to time determined by the Village Board.

**(2)**

The EMS Coordinator shall be responsible to coordinate operations between the EMS Unit, the Fire Department, and other agencies. ~~, including, by way of enumeration without limitation, the Schofield EMS, Aspirus Hospital and St. Claire's Hospital.~~

**(3)**

The EMS Coordinator shall be responsible for the disposition of equipment and supplies for the EMS Unit.

**(4)**

The EMS Coordinator shall be responsible for the custody and control of the EMS Unit records (patient, call logs, etc.)

**(5)**

The EMS Coordinator, in consultation with the Chief of the Fire Department, shall establish and promulgate Rules of Conduct, Directives and Policies and Procedures, and prescribe such duties for individual members of the EMS Unit as deemed necessary for the effective and efficient operations of the EMS Unit.

**C.**

Discipline/discharge. Discipline and/or discharge of any member of the EMS Unit shall be as provided by law and the Police and Fire Commission.

**§ 50-3 Cooperative agreements.**

The Village Board may enter into cooperative agreements, pursuant to Wis. Stats. § 66.0301, with other local units of government which may establish a schedule of emergency medical service user fees, which is different from that established by resolution as set forth § **50-4** of the Code of the Village of Kronenwetter.

**§ 50-4 Fees.**

In the instance of the Village creating its own ambulance service, as opposed to the current contractual relationship, the Village from time to time shall establish a schedule of emergency service user fees for residents and nonresidents of the Village covering transportation and non transportation services, through a resolution adopted at a fully noticed and convened meeting of the Village Board.

## Chapter 66 **Fire Department**

[HISTORY: Adopted by the Village Board of the Village of Kronenwetter 2-25-2002 (Ch. 26, Art. III, of the 2004 Code). Amendments noted where applicable.]

### **GENERAL REFERENCES**

Police and Fire Commission — See § **14-16**.

Emergency medical services — See Ch. **50**.

Police Department — See Ch. **138**.

### § 66-1 **Amendments.**

[Amended 7-9-2013 by Ord. No. 13-11]

Any changes or additions to this chapter shall be submitted either by the Fire Chief or by the Village Administrator, in writing, to the Village Board for approval.

### § 66-2 **Violations and penalties.**

[Amended 7-9-2013 by Ord. No. 13-11]

The penalty for violation of any provision of this chapter shall be as set forth in § **1-2** of the Code of the Village of Kronenwetter.

### § 66-3 **Official Fire Department.**

[Amended 7-9-2013 by Ord. No. 13-11]

#### **A.**

The Fire Department organized under the title of "Kronenwetter Fire Department" is hereby officially recognized as a Department of the Village, and the duty of firefighting and the prevention of fires in the Village is delegated to such Department. Its organization and internal regulation shall be governed by the provisions of Wisconsin Administrative Code Chapters SPS 330 and SPS 332, this chapter and by such ~~bylaws~~ **standard operating guidelines** adopted by the Department ~~as are approved by the Village Board,~~ except as is otherwise provided by law and ordinance.

[Amended 4-14-2015 by Ord. No. 15-02]

#### **B.**

~~Subject to the approval of the Village Board and, as required pursuant to Wis. Stats. § 62.13, the Police and Fire Commission,~~ The Fire Department, ~~upon a majority vote of the officers of the Department,~~ **under the direction of the Fire Chief** is hereby authorized and directed to adopt standard operating guidelines and amendments thereto for the control, management, government and regulation of the business and proceedings of the Department. ~~For this section, the officers shall consist of the Fire Chief, Deputy Chief, Captains, Lieutenants and Secretary-Treasurer. These standard operating guidelines and any approved amendments shall be kept on file with the Village Clerk and shall be available during normal business hours for review.~~ Where the standard operating guidelines of the Department are in conflict with the Village of



Kronenwetter Employee Handbook, the Village of Kronenwetter Employee Handbook shall take precedence over the standard operating guidelines.

**§ 66-4 Organization.**

[Amended 7-14-2003; 7-26-2004; 3-28-2005; 7-9-2013 by Ord. No. 13-11]

**~~A.~~**

~~The Fire Department shall consist of one Fire Chief, one Assistant Fire Chief, Captains, Lieutenants, a Secretary Treasurer, and as many drivers and firefighters as the Fire Chief shall recommend to the Village Board. The Village Board shall approve the number of each named position within the Department. At no time shall the Department consist of fewer than 22 active members.~~

**~~B.~~**

~~Members who resign from the Department after 10 years of continuous service shall become honorary members of the Department.~~

**~~C.~~**

~~All resignations from the Department must be submitted, in writing, to the Chief and the Police and Fire Commission.~~

**D.**

A vacancy in the office of the Fire Chief shall be temporarily filled by the Assistant Fire Chief, until a new Fire Chief is appointed pursuant to § 66-7N of the Code.

**~~E.~~**

~~No member shall respond to a Department alert if he or she is under the influence of an intoxicant, a controlled substance or any combination of an intoxicant and a controlled substance or under the influence of any other drug to a degree which renders him or her incapable of safely or legally driving or incapable of safely and competently performing his or her duties, or the person has a detectable amount of a restricted controlled substance in his or her blood, or the person has a prohibited alcohol concentration. Members shall not respond to emergency calls after consuming any intoxicating substance or drugs to the extent that evidence of such consumption is apparent or if their ability to perform duty is impaired. Members shall not at any time be under the influence of intoxicants or drugs while on duty. Members shall not respond to any emergency alarm or report to the Fire Department while having an alcohol concentration above 0.0. If a member is suspected of violating this provision, a breath test may be ordered on site or the member taken for a blood test as directed by the Fire Chief, Assistant Fire Chief or highest ranking member in charge. Dependent on the result of such testing, the member may be subject to disciplinary action by the Fire Chief as stated in § 66-6 of this Code.~~

**~~F.~~**

~~Each member of the Department shall be held personally responsible for all Department equipment in the member's possession.~~

**~~G.~~**

~~All new members after appointment must serve a probationary period of 24 months. Successful completion of this probationary period may be extended by the Fire Chief if it is to the advantage of the Fire Department. During this probationary period, it is intended that the new member obtain such training as is required by state statute for full active membership. During the probationary period, the applicant may be dismissed at any time without cause. If, at the end of this period, the applicant has completed the required training and shows satisfactory proficiency in meetings, call response and competence, as determined by the Fire Chief, the Fire Chief shall submit notice of such completion to the Kronenwetter Police and Fire Commission in writing. Upon approval of the Kronenwetter Police and Fire Commission, he/she shall then become a full member of the Department.~~

**~~H.~~**

~~The annual meeting of the Department shall be held on a regular training night in January of each year.~~

**~~I.~~**

~~Any active member who fails to attend three consecutive meetings or who fails to attend at least 50% of all fires in any year shall be referred to the Police and Fire Commission for disciplinary action, pursuant to Wis. Stats. § 62.13(5)(c), unless such member is excused by the Chief.~~

**~~J.~~**

~~Any Fire Department member who resigns or is removed from the Department shall return to the Chief of the Fire Department, upon resignation or removal, all Department property in his/her care, including badges, keys and monitoring equipment.~~

**~~K.~~**

~~A leave of absence may be granted by the Chief for reasons acceptable to the Chief.~~

**~~L.~~**

~~During or after an alert, no member may return to quarters (leave) until the member has been personally dismissed by the Chief, Assistant Chief, or the officer in charge.~~

**~~M.~~**

~~The Fire Chief shall reside within 15 miles of the Village.~~

~~[Amended 2-12-2019 by Ord. No. 19-03]~~

**~~N.~~**

~~All purchases shall be approved, in advance, by the Chief or the Assistant Chief.~~

**~~O.~~**

~~Any member of the Fire Department may operate his or her privately owned motor vehicle as an authorized emergency vehicle, as that phrase is defined in Wis. Stats. § 340.01, while en route to a fire or on an emergency call pursuant to the orders of the Chief or other commanding officer. This shall include the right~~

~~to use a red light and siren while en route to a fire call or an emergency call, or while en route to a fire or an emergency.~~

~~**P.**~~

~~All members of the Fire Department who are operating authorized emergency vehicles shall:~~

~~**(1)**~~

~~Observe all requirements of Wis. Stats. § 340.01 governing authorized emergency vehicles. In no case shall a member of the Fire Department violate the restrictions set forth in this section.~~

~~**(2)**~~

~~Operate his or her vehicle with due regard for the safety of all persons using the highway, road or street.~~

~~**(3)**~~

~~Operate his or her vehicle in consideration of his or her ability, and the ability of the vehicle being operated, the road and weather conditions and the seriousness and urgency of the situation being responded to.~~

~~**(4)**~~

~~Not exceed the posted speed limit by more than 15 miles per hour.~~

~~§ 66-5 **Operating guidelines.**~~

~~Operating guidelines shall be as follows:~~

~~**A.**~~

~~These guidelines assume efficient response of members and apparatus to the scene of an emergency without damage to public or private property, or injury or death to civilians or Fire Department members. All members shall use good judgment to ensure that safety is not sacrificed in order to increase the speed of the response.~~

~~**B.**~~

~~The driver of each vehicle bears full responsibility for adherence to these guidelines.~~

~~**C.**~~

~~All members must proceed toward the fire station until informed that all Department vehicles have left the fire stations.~~

~~**D.**~~

~~All members must wear personal protective equipment (PPE) when responding to an alarm.~~

~~**E.**~~

~~Use of red light and siren.~~

~~**(1)**~~

~~Members are authorized to use, in their vehicles, the red light and siren only in the Village and/or the Town of Guenther while en route to an alarm.~~

~~(2)~~

All Department vehicles shall use the red lights and sirens when responding to an alarm, except when:

~~(a)~~

Traveling on I-39.

~~(b)~~

Responding to Central Wisconsin Airport.

~~(c)~~

Dispatched "no lights — no siren" by the Marathon County Dispatcher, the Fire Chief, the Assistant Fire Chief, or the Village Police Chief.

~~F.~~

Stop signs. All stop signs must be obeyed while en route to an alarm.

~~G.~~

The authorization to exceed the maximum speed limit by 15 miles per hour in ~~§ 66-4P(4)~~ shall apply only to "Code 1 Urgent" responses. All other responses shall be made in strict accordance with the posted or statutory pursuant to Wis. Stats. § 346.57, speed limits.

~~H.~~

Departure order.

~~(1)~~

Structure, chimney, and any unspecified fires:

~~(a)~~

First, E-1 with two personnel.

~~(b)~~

Second, T-1 with two personnel.

~~(c)~~

Third, E-2 with two personnel.

~~(d)~~

Fourth, U-1 with two personnel, plus all additional personnel less than or equal to five.

~~(e)~~

Fifth, B-1 with two personnel.

~~(f)~~

Sixth, R-1 with two personnel.

~~(2)~~

Grass fires:

~~(a)~~

~~First, B-1 with two personnel, plus four wheeler.~~

~~(b)~~

~~Second, E-1 with two personnel.~~

~~(c)~~

~~Third, T-1 with two personnel.~~

~~(d)~~

~~Fourth, E-2 with four personnel.~~

~~(e)~~

~~Fifth, U-1 with two personnel, plus all additional personnel less than or equal to five.~~

~~(f)~~

~~Sixth, R-1 with two personnel.~~

~~(3)~~

~~Ten to 50:~~

~~(a)~~

~~First, E-2 with two personnel.~~

~~(b)~~

~~Second, R-1 with two personnel.~~

~~(4)~~

~~All other personnel on standby at station until released by IC.~~

~~I.~~

~~Reduced response. The first officer to arrive at the emergency scene shall evaluate the need for other responding equipment. Whenever reasonable, other responding equipment will be advised to continue in a nonemergency mode or to return to the station.~~

~~J.~~

~~Recommended setup at scene (IC must use good judgment):~~

~~(1)~~

~~In all residential areas, set up on the road.~~

~~(2)~~

~~E-1 must set up for the initial attack without porta-tank.~~

~~K.~~

~~I-39-Parking.~~

~~(1)~~

~~When arriving on the scene with E-2, park behind the squad car on same side of road.~~

~~(2)~~

~~When arriving with R-1, park on front side of scene.~~

~~§ 66-6 **Disciplinary action procedure.**~~

~~[Amended 7-9-2013 by Ord. No. 13-11]~~

~~A.~~

~~In this section:~~

~~(1)~~

~~Level 1 reprimand: A Level 1 reprimand shall constitute a warning to an employee he/she has violated a rule of the Department. Whenever grounds for disciplinary action exist, and the Fire Chief determines that more severe action is not immediately necessary, the Fire Chief shall verbally communicate the deficiency demonstrated to the employee. The Fire Chief shall place in the personnel file of the employee a memorandum stating the reasons for the reprimand and the nature of the reprimand and shall provide a copy of the memorandum to the employee. The employee may provide a disputing memorandum to the Fire Chief, who shall place said memorandum in the personnel file of the employee in question. This reprimand shall be the lowest level of discipline of a Department employee.~~

~~(2)~~

~~Level 2 reprimand: A Level 2 reprimand shall constitute a stronger warning to an employee that he/she has violated a rule of the Department. This violation shall be the second highest level of discipline of a Department employee and would typically be subsequent to an employee receiving a Level 1 reprimand for the same infraction, although in some cases where the violation is egregious in nature, a Level 2 reprimand can be issued by the Fire Chief to the employee without a Level 1 reprimand having preceded it.~~

~~B.~~

~~The Fire Chief shall have authority to issue disciplinary actions of a Level 1 or Level 2 reprimand to any Fire Department employee that violates any of the Village of Kronenwetter Fire Department standard operating guidelines, or any rules spelled out within the Village of Kronenwetter Employee Handbook, or any other applicable rules of the Department. The Village Administrator shall have authority to issue disciplinary actions of a Level 1 or Level 2 reprimand to the Fire Chief.~~

~~C.~~

~~Disciplinary action in the Department against a subordinate, that shall result in the demotion, suspension or dismissal of an employee, shall be handled as that term is defined in Wis. Stats. § 62.13(5), and shall occur only by utilizing the procedure set forth in Wis. Stats. § 62.13(5), relating to disciplinary action against subordinates. In applying that procedure with respect to the Chief of the Fire Department, the term~~

~~"subordinate," for the purpose of this section, shall be construed to mean "the Chief of the Fire Department": and wherever the word "Chief" is used in Wis. Stats. § 62.13(5), the words "President of the Police and Fire Commission" shall be substituted for the purpose of this section.~~

[Amended 2-25-2014 by Ord. No. 14-04]

§ 66-7 **Powers and duties of Chief.**

[Amended 7-26-2004; 7-9-2013 by Ord. No. 13-11]

**A.**

The Fire Chief shall have the general supervision of the Fire Department, which supervision shall be subject to and not in conflict with this chapter and the standard operating guidelines of the Department.

**B.**

It shall be the duty of the Fire Chief to preside at all meetings of the Department, to call special meetings, to preserve order, to decide all points of order that may arise, and to enforce a rigid observance of this chapter, the Village of Kronenwetter Employee Handbook, all other adopted Village policies, and the Village of Kronenwetter Fire Department standard operating guidelines.

**C.**

It shall be the duty of the Chief to be present at all fires, and in absence of the Chief, the Assistant Chief shall so act, and shall have complete control of the same, and direct the action of the Department as the members arrive at a fire, and observe that every member does his or her duty, and grant leaves of absence at a fire when the Chief may deem it proper, and to see that the fire apparatus is kept in proper condition at all times.

**D.**

The Fire Chief shall have the power to discipline or demote any member of the Fire Department upon good cause ~~as spelled out in § 66-6 of this Code.~~

**E.**

It shall be the duty of the Fire Chief to submit to the Village Board, and at such times as the Village Board or the Commission requests, report(s) relating to conditions of the various pieces of apparatus; the number of fires occurring since the date of same and loss occasioned thereby; the total number of active members in the Department; and resignations and/or removals from the Department. The Fire Chief shall also report to the Village Board the drill and training program(s) of the Department, together with other pertinent information, including recommendations of such improvements as the Fire Chief deems proper and necessary for the operation of the Department.

**F.**

The Chief shall enforce all fire prevention ordinances of the Village and state laws and regulations pertaining to fire prevention, and shall keep citizens informed on fire prevention methods, and on the activities of the Department.

**G.**

The Chief shall keep a record of every fire to which the Department was called. The fire record shall contain the locality of the fire, time alarm was received, cause of fire, time fire was extinguished, names of firefighters responding and general remarks.

**H.**

The Chief shall keep an inventory of all apparatus and equipment and an inventory of all hose, showing dates and results of test on each length, which shall be individually numbered.

**I.**

The Chief shall perform such other duties as are usually incumbent on the commanding officer of the Fire Department.

**J.**

The Fire Chief shall maintain all apparatus and equipment used by the Fire Department under the guidelines laid out by the Village Administrator and shall be responsible for its proper maintenance, and emergency repairs may be authorized by the Chief.

**K.**

~~It shall be the duty of the Chief to drill and train at least two drills per month. It shall be the duty of the Chief to arrange the drills and training so that they will include the proper and efficient use of all appliances and apparatus.~~

**L.**

~~The Chief shall designate the members as laddermen and nozzle men in such number as the Chief may determine.~~

**M.**

~~During each year, the Fire Chief shall work with the Village Treasurer to conduct an audit of the books of the Department.~~

**N.**

Appointment/disciplinary action.

**(1)**

The Fire Chief of the Fire Department shall be appointed by the Board of Police and Fire Commissioners. The Fire Chief shall hold office during good behavior, subject to suspension or removal by the Board for cause.

**(2)**

~~Disciplinary action against the Fire Chief shall be brought only by utilizing the procedures set forth in § 66-6 of this Code.~~



**O.**

~~The Chief of the Fire Department shall appoint subordinates, subject to the approval of the Police and Fire Commission. Such appointment shall be made by promotion, when this can be done with advantage; otherwise, from the eligibility list provided by examination and approval by the Police and Fire Commission. Such list shall be determined as provided in Wis. Stats. § 62.13(4).~~

**§ 66-8Duties of Assistant Chief.**

**A.**

The Assistant Chief of the Fire Department shall report to the Chief at fires and assist the Chief in the discharge of the Chief's duties.

**B.**

In the absence of the Chief, the Assistant Chief shall officiate in the capacity of the Chief.

**C.**

The Assistant Chief, in the absence of the Chief, shall preside at all meetings and shall appoint all committees called for at a meeting at which the Assistant Chief may preside.

**D.**

The Assistant Chief shall be responsible to see that the hoses are placed on the engine and that all Department equipment is returned to its proper place on the apparatus, and the Assistant Chief shall require that the rules for the care and management of the apparatus are obeyed.

**E.**

The Assistant Chief shall be responsible to see that, on returning from a fire, wet hoses shall be removed from the truck and placed in the drying tower and that the truck be reloaded with dry hoses, if such are available.

**F.**

The Assistant Chief shall make sure after each fire that all equipment is ready for use at another fire.

**§ 66-9Duties of Captains.**

**A.**

It shall be the duty of the Senior Captain of the Fire Department, in case the Chief and Assistant Chief are absent, to take charge of all fires and meetings.

**B.**

It shall be the duty of all other Captains to assist the Chief and Assistant Chief in all these duties.

**§ 66-10Duties of Lieutenants.**

It shall be the duty of the Lieutenants of the Fire Department to assist the Chief and Assistant Chief and Captains in the discharge of their duties.

~~**§ 66-11Duties of Secretary-Treasurer.**~~

~~**A.**~~

~~It shall be the duty of the Secretary-Treasurer of the Fire Department to keep the minutes of all meetings, handle all Department correspondence, keep a register of the names of all the members of the Fire Department, issue all notices, collect money due the Department and give them to the Village Treasurer.~~  
[Amended 7-9-2013 by Ord. No. 13-09]

~~**B.**~~

~~The Secretary-Treasurer shall, if possible, give each member at least seven days' notice of any special meetings.<sup>[1]</sup>~~

~~[1]~~

~~*Editor's Note: Former Subsection C, which required the Secretary-Treasurer to keep a written account of all money received and expended, and former Subsection D, which required the Secretary-Treasurer to pay only authorized amounts and to submit an annual statement of amounts on hand, both of which immediately followed this subsection, were repealed 7-9-2013 by Ord. No. 13-09.*~~

~~§ 66-12 **Duties of mechanics.**~~

~~**A.**~~

~~The mechanics of the Fire Department shall be charged with the duty of maintaining all the fire fighting apparatus of the Department in good condition and ready for immediate service.~~

~~**B.**~~

~~It shall be the duty of the mechanics to make a weekly inspection of the apparatus, to check tires, batteries and any other features which require attention.~~

~~**C.**~~

~~After each fire, it shall be the duty of the mechanics to inspect all trucks, and also to see that the trucks are filled with gas and oil.~~

~~**D.**~~

~~It is the duty of the mechanics to report to the Assistant Chief any damage or broken parts on the equipment.~~  
§ 66-13 **Duties of Fire Inspectors.**

~~**A.**~~

~~There shall be at least two Fire Inspectors in the Fire Department.~~

**B.**

It shall be their duty to inspect **twice a year in non-overlapping 6 month intervals** all buildings (in accordance with state statutes) within the Village and other area under contract, for the purpose of noting and causing to be corrected any condition liable to cause fire.

**C.**

The Inspectors shall also investigate and inspect the storage and handling of inflammable liquids within the Village.

**D.**

It shall be the duty of Fire Inspectors to keep a written record of each property inspected, which shall conform to the requirements of the Wisconsin Industrial Commission, and shall make reports of inspections as required by the state statutes.

**E.**

Whenever or wherever in the Village any inspection by the Fire Inspectors reveals a fire hazard, the Inspectors are hereby invested with authority to serve notice, in writing, upon the owner of the property, giving the owner reasonable time in which to remove the fire hazard. If the fire hazard is not removed within the time allowed, it shall be deemed a nuisance, and the Fire Inspector is authorized to have the same removed by the Village, and the cost of such removal shall be recovered in an action by the Village against the owner of the property.

**F.**

No person shall deny the Fire Inspectors a free access to any property, excepting only the interior of private dwellings, within the Village at any reasonable time for the purpose of making fire inspections. No person shall hinder or obstruct the Fire Inspectors in the performance of this duty, or refuse to observe any lawful direction given by them.

**G.**

It will be the Fire Inspectors' responsibility to attend and complete the training code seminar programs that are presented by the State Department of Safety and Professional Services.

**§ 66-14 Duties of firefighter.**

It is the duty of a firefighter, upon arriving at a fire or meeting, to report to the Chief or officer in charge and to perform all orders given to him or her.

**§ 66-15 Police powers of Department.**

**A.**

The Chief of the Fire Department or the Assistant Chief or officers in command at any fire are hereby vested with full and complete police authority at any fire. Any officer or firefighter in charge may cause the arrest of any person failing to give the right-of-way to any Fire Department equipment in responding to a fire. ~~This subsection does not apply to any firefighter's personal vehicle.~~

**B.**

The Fire Chief or firefighter in charge may prescribe certain limits in the vicinity of any fire, within which no person, except firefighters and police officers and those admitted by order of any officer, shall enter. The Fire Chief shall have the power to cause the removal of any property whenever it shall become necessary for the preservation of such property from fire, to prevent the spreading of fire or to protect the adjoining property. During the progress of any fire, the Fire Chief shall have the power to order removal or destruction of any property necessary to prevent further spread of the fire. The Fire Chief shall also have the power to

cause the removal of all wires and the turning off of all electricity or other services where the same impedes the work of the Department during the progress of a fire.

**C.**

It shall be lawful for any firefighter, while acting under the direction of the Chief or officer in command, to enter upon the premises adjacent to or in the vicinity of any building or other property then on fire for the purpose of extinguishing such fire. Any person who shall hinder, resist or obstruct any firefighter in the discharge of his or her duty shall be deemed guilty of resisting a firefighter in the discharge of his or her duty.

**§ 66-16 Duty of bystanders to assist.**

Every person who shall be present at a fire shall be subject to the orders of the Fire Chief or officer in command and may be required to render assistance in fighting the fire, or removing or guarding property.

Such officer shall have the power to cause the arrest of any person refusing to obey such orders.

**§ 66-17 Damage to fire apparatus.**

No person shall willfully damage in any manner any hose, hydrant or fire apparatus belonging to the Village, and no vehicle or railroad equipment shall be driven over any unprotected hose of the Fire Department when laid down on any street, private driveway, track or other place, to be used at any fire alarm.

MEETING DATE: 02/13/2023	<b>REPORT TO VILLAGE BOARD</b>			AGENDA ITEM # 11
PRESENTING COMMITTEE: Click here to enter text.	COMMITTEE CONTACT: Click here to enter text.	STAFF CONTACT: Duane Gau, Interim Administrator	PREPARED BY: Duane Gau, Interim Administrator	
ISSUE: Roll of Interim Administrator				
PROPOSAL: The interim Administrator has a current contract that designed at least 40 hrs. of service per week to end on April 21 <sup>st</sup> Unfortunately, his wife had a bad accident, which will require the interim administrator not being able to meet the contract requirements. Amend the contact service obligation of 40 hrs. per week of service to the range of 20-32 hrs. per week pertaining to obligation to wife care. Working remote or on site.				
ADVANTAGES: None.				
DISADVANTAGES: Less time at the office assisting staff.				
ITEMIZE ALL ANTICIPATED COSTS (Direct or Indirect, Start-Up/One-Time, Capital, Ongoing & Annual, Debt Service, etc.) N/A				
RECOMMENDED ACTION: Motion to amend Duane Gau Municipal Service Agreement to 20-32 hrs. per week. And to consider a project manager agreement with Duane Gau Municipal Service after April 21 <sup>st</sup> 2023 for RDA, Kowalski Rd. Interchange matters and represent the VOK at the MPO with Communality Development/Planning/Zoning Director.				
OTHER OPTIONS CONSIDERED: N/A				
TIMING REQUIREMENTS/CONSTRAINTS: ASAP				
FUNDING SOURCE(s) – Must include Account Number/Description/Budgeted Amt CFY/% Used CFY/\$ Remaining CFY N/A				
ATTACHMENTS (describe briefly): Duane Gau Municipal Service Agreement				

## ***Duane Gau Municipal Services***

### **AGREEMENT TO PROVIDE VILLAGE ADMINISTRATOR SERVICES**

This Services Agreement is entered into as of this 9<sup>th</sup> day of January 2023 by and between DUANE GAU MUNICIPAL SERVICES, "GAU" and VILLAGE OF KRONENWETTER, "Municipality".

Duane Gau Municipal Services will provide the following scope of work to assist Village of Kronenwetter:

1. **Services:** Provide administrator services for the Village Board and staff of Kronenwetter. The professional service of GAU will be 5 days per week. The scope of services will be the continued service that was performed under previous contract with Public Administration Associates, LLC
2. **Term:** GAU and Municipality anticipate that GAU will spend approximately 40 hours per week beginning on or about January 23, 2023, in this position, including hours in person, at important meetings in the Municipality and hours that may be worked remotely. The parties anticipate that this position will remain in place for approximately 90 days, depending on the length of the Municipality's recruitment process for filling the permanent Kronenwetter Village Administrator position. Municipality will provide GAU with 30 day written notice of termination of services
3. **Payment:** For these services, Municipality will pay GAU \$75.00 per hour. Total payments to Municipality for these services shall be capped at a maximum of \$40,000 (Forty Thousand Dollars) from the commencement of this agreement.
  - A. GAU will schedule his work as Village Administrator in consultation with the Village President and will also submit bi-weekly hours worksheet to the Village President prior to invoicing by GAU.
  - B. GAU may terminate this agreement at any time if Municipality has not made payment within 30 days of invoicing.
4. **Professional Conduct:** GAU will provide the services to Municipality in a professional and business-like manner, and further will act in accordance with all Federal, State, and local laws, regulations, rules, and ordinances. GAU will always endeavor to uphold and preserve the reputation of Municipality.
5. **Cooperation & Conduct:** Similarly, Municipality and its representatives will act and always communicate in a professional manner, will provide its full cooperation to GAU, and will comply with all Federal, State, and local laws, regulations, rules, and ordinances, including anti-discrimination laws, regulations, rules and ordinances.
6. **Hold Harmless & Indemnity:** Municipality will hold harmless, indemnify, and defend and Gau

pursuant to Section 895.46, Wis. Stats. regarding all lawful activities and duties performed by the interim administrator.

Similarly, GAU agrees to hold harmless, indemnify, and defend Municipality from all demands, claims, causes of action, and judgments brought by third parties against GAU and/or Municipality for GAU's negligent or intentional conduct resulting in damages to a third party.

7. **Liability Insurance:** GAU carries professional liability insurance with limits of \$2,000,000 per occurrence/\$2,000,000 aggregate.
8. **Errors & Omissions:** GAU carries professional errors and omissions insurance with limits of \$1,000,000 per occurrence/\$1,000,000 aggregate.
9. **No Assignment:** Neither party may assign this contract without the written consent of the other party.
10. **Entire Agreement:** This contract contains the entire agreement between the parties and supersedes all prior discussions and negotiations between them. This contract may only be amended by a written contract signed by both parties.
11. **Governing Law:** This agreement is governed by the laws of the State of Wisconsin.

#### **Applicable Fees**

GAU \$ 75.00/ hr.

Out of pocket expenses: Any applicable activities while conducting business on behalf of the Village of Kronenwetter.

#### **Billing**

Duane Gau Municipal Services will submit a monthly billing for hourly services rendered by Gau and business related out of pocket expenses.

Signed: Duane A. Gau  
Duane Gau Municipal Services

Dated: January 9, 2023

Accepted: \_\_\_\_\_  
Village of Kronenwetter

Dated: \_\_\_\_\_

MEETING DATE: 2-13-2023	<b>REPORT TO VILLAGE BOARD</b>			AGENDA ITEM # 12
PRESENTING COMMITTEE:	COMMITTEE CONTACT: <a href="#">Click here to enter text.</a>	STAFF CONTACT: Duane Gau Interim Administrator	PREPARED BY: President Voll & Duane Gau Interim Administrator	
<b>ISSUE</b> Hiring of Village Administrator				
<b>OBJECTIVES:</b> Start the recruitment process to hire a new Village Administrator				
<b>ISSUE BACKGROUND/PREVIOUS ACTIONS:</b> Section 115-11 A. Established the position of Village Administrator, Section 115-11 B Appointment process and minim position requirements and Section 115-11 C. Functions and duties of Village Administrator				
<b>PROPOSAL:</b> VOK has had an interim Administrator for over 6 mos. and needs to hire a full time Administrator. The recruiting time for search of new Administrator is at a minim of 90 days. Existing staff members have been questioning when the VB will hire a full time Administrator.  Retrain a recruiting firm to hire VOK Administrator by a national search.				
<b>ADVANTAGES:</b> Having new Administrator to be on board by May 15 <sup>th</sup> 2023				
<b>DISADVANTAGES:</b> None				
<b>ITEMIZE ALL ANTICIPATED COSTS (Direct or Indirect, Start-Up/One-Time, Capital, Ongoing &amp; Annual, Debt Service, etc.)</b> Recruiting cost range from \$12k to \$15K depending what firm providing the recruiting services.				
<b>RECOMMENDED ACTION:</b> Motion to authorize staff to obtain proposals to hire a recurring consultant to conduct a national search to fill the position of Village Administrator.				
<b>OTHER OPTIONS CONSIDERED:</b> None				
<b>TIMING REQUIREMENTS/CONSTRAINTS:</b> ASAP to get a professional Administrator on board. The Interim Administrator will not be able to renew existing agreement				
<b>FUNDING SOURCE(s) – Must include Account Number/Description/Budgeted Amt CFY/% Used CFY/\$ Remaining CFY</b> 100-00-51500-580-000 Recruitment - \$15,000 - New Administrator & 100-00-51410-332-000 Administrator's Relocation Exp - \$5,000.				
<b>ATTACHMENTS (describe briefly):</b>				