

*****ATTACHMENTS*****

CITY OF SHEBOYGAN**LICENSING, HEARINGS, AND PUBLIC SAFETY COMMITTEE MINUTES****APRIL 15, 2020**

MEMBERS PRESENT: Chair Alderperson Ryan Sorenson (appeared remotely), Vice Chair Alderperson Trey Mitchell (appeared remotely), Alderperson Dean Dekker, Alderperson Mary Lynne Donohue (appeared remotely), Alderperson Barbara Felde (appeared remotely)

STAFF/OFFICIALS PRESENT: City Attorney Charles Adams, Lt. Michael Stelter (appeared remotely), Legal Assistant Kathy Hoffman

OTHERS PRESENT: None

1. OPENING OF MEETING

1.1 Roll Call

1.2 Call to Order

Chair Alderperson Ryan Sorenson called the meeting to order at 4:00 p.m.

1.3 Pledge of Allegiance

The Pledge of Allegiance was recited.

1.4 Introduction of Committee members, staff and guests

2. MINUTES

2.1 Approval of Minutes - March 25, 2020

Motion by Alderperson Donohue, seconded by Alderperson Dekker, to approve the minutes of the previous meeting held March 25, 2020. Motion carried 5-0.

3. ITEMS FOR DISCUSSION AND POSSIBLE ACTION

3.1 R.O. No. 161-19-20 (2-17-20) Submitting various license applications for the period ending December 31, 2020 and June 30, 2021. Bev. Op. Lic. App. Nos. 0404 (Daniel J. Diener), 1749 (James M. Schuessler); Taxicab Driver Lic. App. No. 3099 (Cory P. Smits)

City Attorney Adams informed the committee that Daniel J. Diener had failed to contact the City Attorney's office regarding a hearing on possible denial of his license application. The committee heard from the City's witness, Lt. Stelter, who spoke regarding Mr. Diener's record.

Motion by Alderperson Mitchell, seconded by Alderperson Felde, to accept all facts presented by staff as true and to deny the license application of Daniel J. Diener based upon his record of violations related to the licensed activity, his history as a repeat law offender, and his failure to cooperate with staff for the committee. Motion carried 5-0.

City Attorney Adams informed the committee that James M. Schuessler had failed to contact the City Attorney's office regarding a hearing on possible denial of his license application. The committee heard

from the City's witness, Lt. Stelter, who spoke regarding Mr. Schuessler's record.

Motion by Alderperson Donohue, seconded by Alderperson Dekker, to accept all facts presented by staff as true and to deny the license application of James M. Schuessler based upon his record of violations related to the licensed activity, his history as a repeat law offender, and his failure to cooperate with staff for the committee. Motion carried 5-0.

City Attorney Adams informed the committee that Cory P. Smits had failed to contact the City Attorney's office regarding a hearing on possible denial of his license application. The committee heard from the City's witness, Lt. Stelter, who spoke regarding Mr. Smits' record.

Motion by Alderperson Felde, seconded by Alderperson Dekker, to accept all facts presented by staff as true and to deny the license application of Cory P. Smits based upon his record of violations related to the licensed activity, his history as a repeat law offender, and his failure to cooperate with staff for the committee. Motion carried 5-0.

3.2 R.O. No. 169-19-20 (3-2-20) Submitting various license applications for the period ending December 31, 2020, June 30, 2020 and June 30, 2021. Bev. Op. Lic. App. Nos. 3122 (Roberto D. Guillen), 3140 (Michele F. Lapres)

City Attorney Adams informed the committee that Roberto D. Guillen had failed to contact the City Attorney's office regarding a hearing on possible denial of his license application. The committee heard from the City's witness, Lt. Stelter, who spoke regarding Mr. Guillen's record.

Motion by Alderperson Mitchell, seconded by Alderperson Felde, to accept all facts presented by staff as true and to deny the license application of Roberto D. Guillen based upon his record of violations related to the licensed activity, his history as a repeat law offender, and his failure to cooperate with staff for the committee. Motion carried 5-0.

City Attorney Adams informed the committee that Michele F. Lapres had failed to contact the City Attorney's office regarding a hearing on possible denial of her license application. The committee heard from the City's witness, Lt. Stelter, who spoke regarding Ms. Lapres' record.

Motion by Alderperson Felde, seconded by Alderperson Dekker, to accept all facts presented by staff as true and to deny the license application of Michele F. Lapres based upon her ineligibility for the license and her failure to cooperate with staff for the committee. Motion carried 5-0.

3.3 R.O. No. 147-19-20 (2-3-20) Submitting various license applications for the period ending December 31, 2020 and June 30, 2021. Change of Premise App. for Alc. Bev. Lic. No. 2273 (Parker Johns BBQ & Pizza)

Motion by Alderperson Donohue, seconded by Alderperson Dekker, to refer R.O. No. 147-19-20 to the Licensing, Hearings, and Public Safety Committee of the new council. Motion carried 5-0.

3.4 R.O. No. 181-19-20 (4-8-20) Submitting various license applications for the period ending December 31, 2020 and June 30, 2021

Motion by Alderperson Dekker, seconded by Alderperson Mitchell, to grant all license applications for individuals and entities listed on the above-referenced R.O. Motion carried 5-0.

4. NEXT MEETING DATE

4.1 TO BE DETERMINED but tentatively scheduled for April 29, 2020

The next committee meeting is tentatively scheduled to be held on April 29, 2020 at 4:00 p.m. in the Council Chambers on the third floor of City Hall, 828 Center Avenue.

5. ADJOURN

5.1 Motion to adjourn sine die

Motion by Alderperson Dekker, seconded by Alderperson Felde, to adjourn sine die at 4:24 p.m.
Motion carried 5-0.



QUARTERLY PERFORMANCE REPORT
 DEPARTMENT OF CITY DEVELOPMENT: BUILDING INSPECTION
 First Quarter of Fiscal Year 2020

This report covers the first quarter of fiscal year 2020 and provides a progress update toward achieving the performance measures in the annual budget book.

For more information about this report, contact Chad Pelishek, Director of Planning and Development at (920) 459-3383.

Building Permits

	2018 Actual \$	2019 Actual \$	2019 Actual #	2019 YTD \$	2020 YTD #	2020 YTD \$
Building	\$402,912	\$578,249	1,965	\$256,858	245	\$188,618
Electrical	\$243,815	\$169,970	444	\$27,150	123	\$40,700
HVAC	\$129,260	\$227,500	551	\$21,380	134	\$55,280
Plumbing	\$103,813	\$89,680	328	\$14,760	95	\$24,760
Wrecking/Razing	\$2,950	\$4,062	22	\$794	9	\$1,965
Sign permits	\$10,149	\$9,308	69	\$1,900	24	\$1,850
Occupancy Inspections	\$8,100	\$11,000	44	\$2,250	8	\$2,000
Weights/Measures	\$29,436	\$29,583	76	\$1,363	0	\$3,851
Contractor Licensing,	\$66,430	\$78,415	509	\$33,377	0	\$1,150
SUBTOTAL	N/A	N/A	572	\$359,833	638	\$320,175
Park Impact Fees	\$9,846	\$144,244	226	\$127,451	17	\$18,596
TOTAL	\$1,001,611	\$1,342,011	N/A	\$487,283	N/A	\$338,771

Code Compliance

	2018 Actual	2019 Actual	2019 YTD	2020 YTD	2020 Goals
Number of Inspections Performed	7,179	6,021	1,579	398	7,500
<u>Nuisance</u>					
Number of sanitation orders issued	710	543	98	151	500
Number of zoning orders issued	24	31	4	2	25
Number of off street parking orders issued	157	158	23	42	60
Number of nuisance citations issued	201	149	44	17	100
<u>Housing</u>					
Number of inspections with violations	1,331	677	146	176	700
Number of violations fixed	1,480	815	234	241	500
Number of housing citations issued	469	315	84	52	200

CITY OF SHEBOYGAN

REQUEST FOR LICENSING, HEARINGS & PUBLIC SAFETY CONSIDERATION

ITEM DESCRIPTION: First Quarter Performance Report for the Department of City Development: Building Inspection Division.

REPORT PREPARED BY: Chad Pelishek, Director of Planning and Development

REPORT DATE: April 23, 2020

MEETING DATE: April 29, 2020

FISCAL SUMMARY:

Budget Line Item: N/A
Budget Summary: N/A
Budgeted Expenditure: N/A
Budgeted Revenue: N/A

STATUTORY REFERENCE:

Wisconsin Statutes: N/A
Municipal Code: N/A

BACKGROUND / ANALYSIS:

As part of the annual budgeting process, the department has developed performance benchmarks to track progress of the department's activities.

STAFF COMMENTS:

Revenues are on track compared to 2019. Code Enforcement officers are just beginning compliance reviews in the four targeted neighborhoods as identified in the Strategic Plan. We are recruiting for a new full-time building inspector; therefore we have one building inspector covering the entire city. This has lowered the numbers related to inspections.

ACTION REQUESTED:

For discussion purposes only.

ATTACHMENTS:

- I. Quarterly Performance Report for 2020.

CITY OF SHEBOYGAN

**REQUEST FOR LICENSING, HEARINGS, AND
PUBLIC SAFETY COMMITTEE CONSIDERATION**

ITEM DESCRIPTION: First Quarter Performance Report for City Attorney's Office

REPORT PREPARED BY: Charles C. Adams, City Attorney

REPORT DATE: April 27, 2020

MEETING DATE: April 29, 2020

FISCAL SUMMARY:

Budget Line Item: N/A
Budget Summary: N/A
Budgeted Expenditure: N/A
Budgeted Revenue: N/A

STATUTORY REFERENCE:

Wisconsin Statutes: N/A
Municipal Code: N/A

BACKGROUND / ANALYSIS:

The City Administrator asks departments to present a quarterly performance report to their oversight committees. The report is to include year-to-date numbers related to workload and any additional narrative as may be helpful to the committee members.

STAFF COMMENTS:

The report for the first quarter of 2020 is attached.

ACTION REQUESTED:

No action; for discussion only.

ATTACHMENTS:

- I. City Attorney's Office Quarterly Performance Report, First Quarter of 2020.

CITY ATTORNEY'S OFFICE — QUARTERLY PERFORMANCE REPORT

First Quarter of Fiscal Year 2020 (through March 31, 2020)



Workload Measurement	2017 Actual	2018 Actual	2019 Actual	2020 as of 3/31/20
Municipal Court cases prosecuted	801	640	842	184
Circuit Court cases prosecuted	8	2	9	1
Abatements	2	1	0	0
Inspection Warrants	3	1	1	0
Raze Orders	1	7	4	0
Insurance Claims	N/A	N/A	N/A	*20
Parking Tickets	N/A	N/A	N/A	*27
Business Development Loans	1	1	3	0
Real Estate closings	9	7	8	0
Lawsuits against City	5	6	7	5
Foreclosures	4	3	3	1
Bankruptcies	12	12	12	2
Council documents processed	N/A	N/A	N/A	*59
Contracts reviewed	N/A	N/A	N/A	*40

* first year reported

II

3.4

R. O. No. 185 - 19 - 20. By CHIEF OF POLICE CHRISTOPHER DOMAGALSKI.
April 20, 2020.

Pursuant to section 54-65 of the Municipal Code, I herewith submit my quarterly report showing the Benchmark Measurements for my department for the period commencing January 1, 2020 and ending March 31, 2020.

	2018 <u>Actual</u>	Y-T-D <u>3/31/19</u>	2019 <u>Actual</u>	Y-T-D <u>3/31/20</u>	2020 <u>Goals</u>
<u>Patrol and Investgations</u>					
Homicide	0	0	1	1	0
Rape	14	11	31	4	20
Robbery	10	0	10	0	15
Aggravated Assault	146	32	114	15	100
Violent Crime Total	170	43	156	20	125
Burglary	90	16	89	19	100
Theft	719	145	678	159	900
Motor Vehicle Theft	25	5	19	6	30
Arson	8	0	3	1	5
Property Crime Total	842	166	789	185	1050
Percent of Offenses Cleared	61%	72%	56%	62%	70%
Value of Property Stolen	\$485,282	\$35,965	\$1,170,450	\$117,453	\$500,000
Value of Property Recovered	\$179,946	\$74,084	\$678,222	\$62,905	\$200,000
Percent of Stolen Recovered	37%	206%	57%	54%	40%
Accident Investigations	1,677	467	1,592	360	1,500
Traffic Stops	5,270	1,175	4,937	1,082	No Goal
Traffic Arrests	4,509	931	3,924	732	No Goal
Other Arrests	3,406	891	3,204	739	No Goal
Speed Trailer Deployments	17	1	17	0	20
HVEE Deployments	14	3	31	0	12
Parking Tickets Issued	9,032	3,841	7,840	3,211	10,000
Bicycles Recovered	158	14	168	17	150
Involuntary Commitments	121	30	110	19	No Goal
<u>Administration</u>					
District Attorney Request for Digital Evidence	1,321	329	1,326	319	2,750
Open Records Requests	4,804	1,433	6,546	2,030	4,000
Nixle Messages Sent	283	74	239	36	250
Press Releases	41	3	28	3	50
Tweets	236	64	224	34	350
Facebook likes	10,042	10,800	12,164	12,512	11,500
Reported Crime Maps	89	17	85	26	104
Crime Comparison Reports	36	6	25	6	26

*Beginning 2020, crime numbers are derived from IBR (Incident-Based Reporting).

AAPS of 2020-2021 Council

CHIEF OF POLICE

CITY OF SHEBOYGAN

**REQUEST FOR LICENSING, HEARINGS AND PUBLIC SAFETY COMMITTEE
CONSIDERATION**

ITEM DESCRIPTION: Report of Officer, submitting the Police Department Quarterly Report for the period commencing January 1, 2020 and ending March 31, 2020.

REPORT PREPARED BY: Christopher Domagalski, Chief of Police

REPORT DATE: April 22, 2020

MEETING DATE: April 29, 2020

FISCAL SUMMARY:

Budget Line Item: N/A
Budget Summary: N/A
Budgeted Expenditure: N/A
Budgeted Revenue: N/A

STATUTORY REFERENCE:

Wisconsin Statutes: N/A
Municipal Code: Sec. 54-65

BACKGROUND / ANALYSIS:

The Quarterly Report of Benchmarks for the Police Department for the Period commencing January 1, 2020 and ending March 31, 2020 is presented for information and discussion as required by section 54-65 of the Municipal Code.

STAFF COMMENTS:

Highlights of the report are as follows:

- Part 1 Crime: There was a reduction in violent crime for the Period in comparison to the same period in 2019, (20 vs. 43) and an increase (185 vs 166) in property crime. Of note is the decrease in aggravated assaults.
- There was a decrease in Traffic accidents during the period (360 vs. 467) in comparison to 2019.
- During the period training was provided to all sworn members on the following topics: transition to 9mm Sig Sauer pistols and qualification, personal protective equipment, legal update and defense and arrest tactics.

ACTION REQUESTED:

Motion to recommend to Council to Approve the Report of Officer No. 185 – 19 - 20.

ATTACHMENTS:

- I. R.O No. 185 – 19 - 20

CITY OF SHEBOYGAN

**REQUEST FOR LICENSING, HEARINGS AND PUBLIC SAFETY COMMITTEE
CONSIDERATION**

ITEM DESCRIPTION: Report of Officer, submitting the Police Department five year Capital Improvement Plan for the period 2021 through 2025.

REPORT PREPARED BY: Christopher Domagalski, Chief of Police

REPORT DATE: April 14, 2020

MEETING DATE: April 29, 2020

FISCAL SUMMARY:

Budget Line Item: N/A
Budget Summary: N/A
Budgeted Expenditure: N/A
Budgeted Revenue: N/A

STATUTORY REFERENCE:

Wisconsin Statutes: N/A
Municipal Code: N/A

BACKGROUND / ANALYSIS:

The Police Department five year Capital plan is attached for review and discussion.

STAFF COMMENTS: The Police Department CIP plan for 2021 – 2025 includes the following projects for 2021.

Squad computers - \$77,000. The plan includes the replacement of 22 semi-rugged laptop computers, mounts and other hardware for department squads. The computers are currently five years old and beyond the recommended useful life.

Vehicle Replacement - \$166,000. The plan for 2021 follows the department replacement cycle and includes the replacement of 4 squads: 1 marked squad, and 3 unmarked squads.

ACTION REQUESTED: For discussion only.

ATTACHMENTS:

- I. Police Department CIP Program 2021 - 2025

5 YEAR CAPITAL IMPROVEMENTS PROGRAM

	2021	2022	2023	2024	2025	Total
	<u>Requested</u>	<u>Requested</u>	<u>Requested</u>	<u>Requested</u>	<u>Requested</u>	<u>Total</u>
REVENUES						
Property Tax Levy: Capital Project Fund						
Police	\$217,000	\$216,000	\$190,000	\$190,000	\$151,000	\$964,000
Street Improvement and Sidewalks	\$0	\$0	\$0	\$0	\$0	\$0
General Government Projects	\$0	\$0	\$0	\$0	\$0	\$0
Fire	\$0	\$0	\$0	\$0	\$0	\$0
Park, Forestry and Open Space Fund	\$0	\$0	\$0	\$0	\$0	\$0
Park Impact Fee Fund	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle / Land Sales	\$26,000	\$53,000	\$44,000	\$47,000	\$35,000	\$205,000
County / State / Federal Grants	\$0	\$0	\$0	\$0	\$0	\$0
Other Municipality Contributions	\$0	\$0	\$0	\$0	\$0	\$0
G. O. Borrowed Funds	\$0	\$0	\$45,000	\$0	\$0	\$45,000
Other Borrowed Funds	\$0	\$0	\$0	\$0	\$0	\$0
Donations	\$0	\$0	\$0	\$0	\$0	\$0
User Fees	\$0	\$0	\$0	\$0	\$0	\$0
Special Assessment	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle Registration Fee	\$0	\$0	\$0	\$0	\$0	\$0
Other/CDBG	\$0	\$0	\$0	\$0	\$0	\$0
Fund Balance	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL REVENUE	\$243,000	\$269,000	\$279,000	\$237,000	\$186,000	\$1,214,000

Police						
Squad Computers	\$77,000	\$0	\$0	\$0	\$0	\$77,000
Marked Vehicle - Sport Utility Vehicle	\$43,000	\$0	\$0	\$0	\$0	\$43,000
Unmarked Vehicle - Sport Utility Vehicle	\$43,000	\$0	\$0	\$0	\$0	\$43,000
Unmarked Vehicles (2)	\$80,000	\$0	\$0	\$0	\$0	\$80,000
Marked Vehicle - Sport Utility Vehicles (5)	\$0	\$225,000	\$0	\$0	\$0	\$225,000
Unmarked Vehicle	\$0	\$44,000	\$0	\$0	\$0	\$44,000
Marked Vehicles - Sport Utility Vehicles (4)	\$0	\$0	\$184,000	\$0	\$0	\$184,000
Police Range Remediation	\$0	\$0	\$45,000	\$0	\$0	\$45,000
Patrol Wagon	\$0	\$0	\$50,000	\$0	\$0	\$50,000
Marked Vehicles - Sport Utility Vehicles (4)	\$0	\$0	\$0	\$190,000	\$0	\$190,000
Unmarked Vehicle - Sport Utility Vehicle	\$0	\$0	\$0	\$47,000	\$0	\$47,000
Marked Vehicles - Sport Utility Vehicle	\$0	\$0	\$0	\$0	\$48,000	\$48,000
Unmarked Vehicle - Sport Utility Vehicle	\$0	\$0	\$0	\$0	\$48,000	\$48,000
Unmarked Vehicle (3)	\$0	\$0	\$0	\$0	\$90,000	\$90,000
Total - Police	\$243,000	\$269,000	\$279,000	\$237,000	\$186,000	\$1,214,000

II

3.2

R. O. No. 183 - 19 - 20. By FIRE CHIEF. April 20, 2020.

Submitting the Annual Report for City of Sheboygan Fire Department for the year 2019.

SHPS
2020-2021
Council



FIRE CHIEF



2019

SHEBOYGAN
FIRE DEPARTMENT
ANNUAL REPORT

Message from the Chief

As I reach the halfway point of my first year with the City of Sheboygan and the members of the Fire Department, I am humbled and impressed by the level of service the men and women provide to all those who live, work, and recreate in this great city.

I am pleased to present the Sheboygan Fire Department's 2019 Annual Report, which provides a detailed review of our department's activities for the year.

Here are some quick highlights of the fire department's 2019 accomplishments:

- We installed over 160 smoke alarms to those in need within our community.
- Out of 5,735 calls for service that we responded to in 2019, 88 percent of the time we met the NFPA standard of arriving on scene within 380 seconds or less.
- The renovation of our historic 113-year-old downtown fire station was completed. This station was built in 1906 and remains in service with a minimum crew of four personnel responding with an engine and ambulance. It is currently our busiest station responding to over 1,550 calls for service throughout the year.
- We took receipt of a 100 foot Aerial Platform from Pierce Manufacturing. The ladder truck is housed at our headquarter station on 25th Street and responds to all structure fires throughout the city.
- We also received two pick-up trucks; one will be used as the shift commander's response vehicle and the other as a department utility vehicle.
- Our department was the recipient of a \$1,000 donation by Acuity Insurance on behalf of the second grade class from Jackson Elementary. The donation went toward the purchase of a new thermal imaging camera that can assist firefighters in locating trapped or lost individuals in low visibility conditions.

All the members of the Sheboygan Fire Department continue to dedicate themselves in providing the highest level of service to all those we serve. On behalf of the men and women of the Sheboygan Fire Department, I thank you for taking the time to review our annual report.

Respectfully submitted,



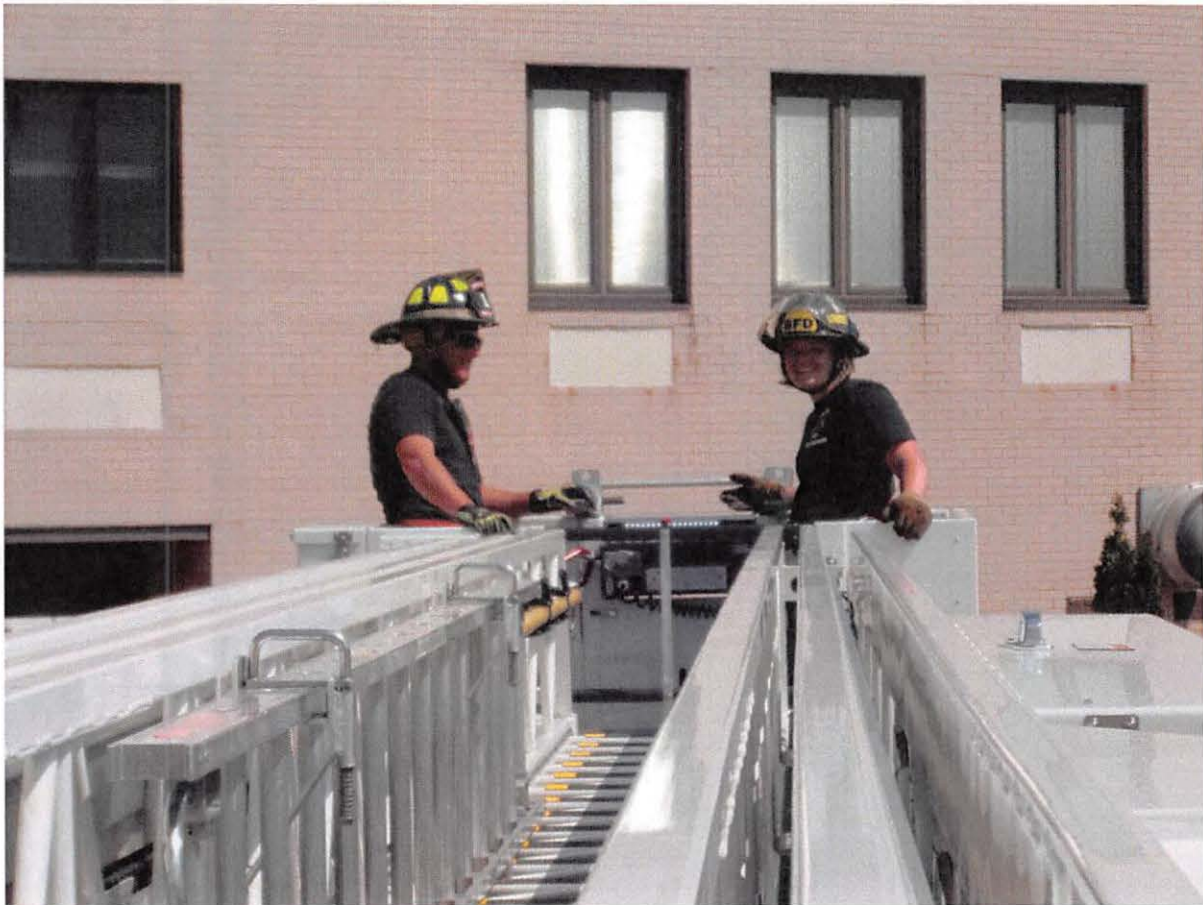
Eric Montellano
Fire Chief

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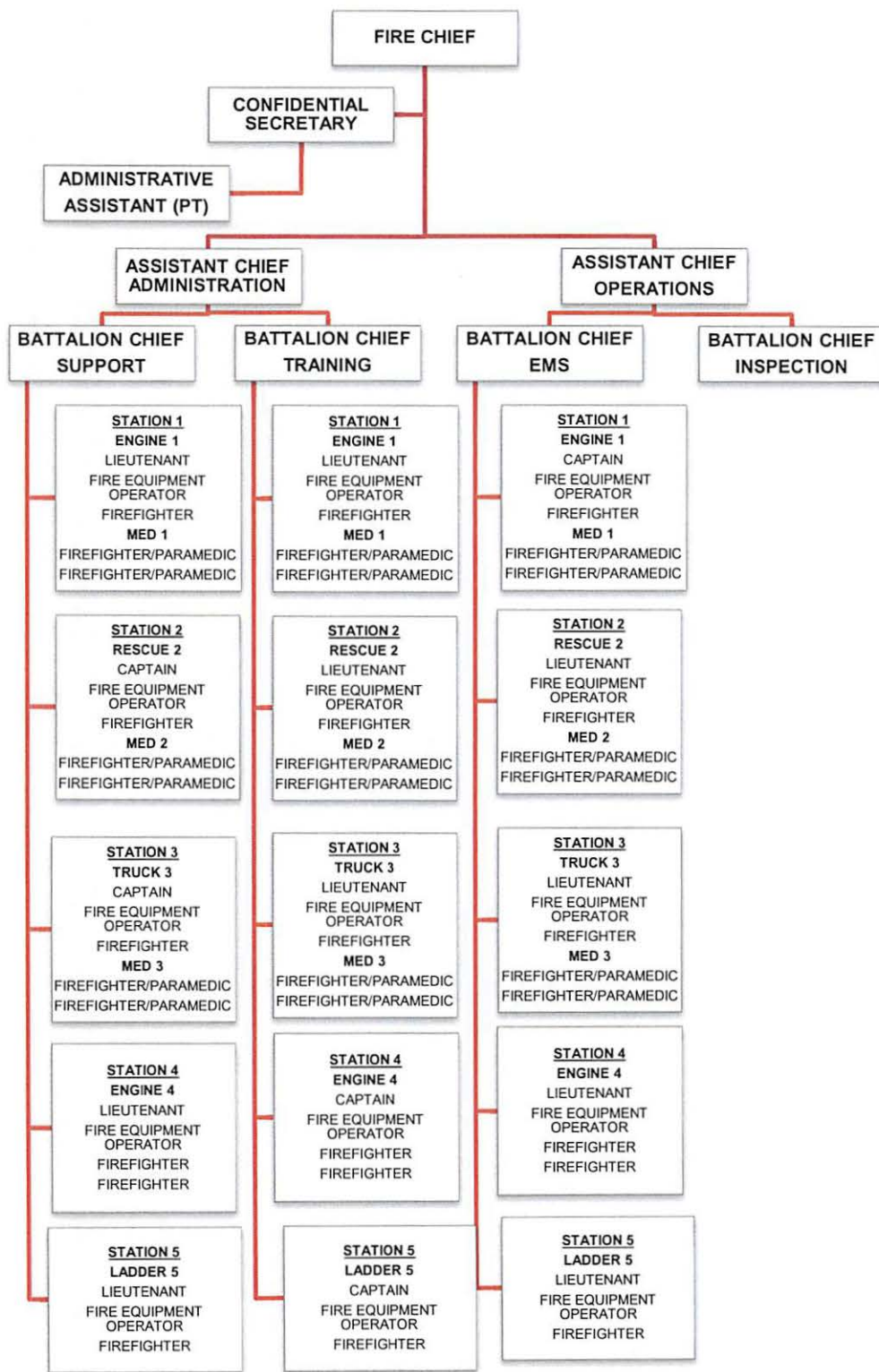
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Mission Statement

The Sheboygan Fire Department is dedicated to serving all who live, visit, work and invest in the City of Sheboygan through excellence in fire protection, rescue, emergency and non-emergency medical services, code enforcement, and education, and at the highest professional level in a compassionate, ethical, and cost effective manner.



Organizational Chart



Stations



Fire Station #1

- 833 New York Avenue
- Engine 1
- Med 1



Fire Station #2

- 2413 South 18th Street
- Rescue 2
- Med 2
- Trench Rescue Trailer



Fire Station #3 - Department Headquarters

- 1326 North 25th Street
- Truck 3
- Med 3
- Battalion Chief Vehicle



Fire Station #4

- 2622 North 15th Street
- Engine 4
- Engine 6 (Reserve)
- Med 6 (Reserve Ambulance)



Fire Station #5

- 4504 South 18th Street
- Engine 5
- Engine 7 (Reserve)

Management and Administrative Staff



FIRE CHIEF
Eric Montellano



ASSISTANT CHIEF
Dean Klein



ASSISTANT CHIEF
Charles Butler



BATTALION CHIEF
Michael Lubbert



BATTALION CHIEF
Pat Nicolaus



BATTALION CHIEF
Robert Kocmoud



BATTALION CHIEF
Jeffrey Salzman



**CONFIDENTIAL
SECRETARY**
Lisa Horn



**ADMINISTRATIVE
ASSISTANT**
Jennifer Albright

Services Provided

- Fire Suppression and Rescue
- Rope Rescue
- Excavation Rescue
- Confined Space Rescue
- Water/Ice Rescue
- Automobile and Industrial Extrication
- Emergency Management
- Advanced Life Support Response
- Fire Safety Building Inspections
- Smoke Alarm Installations
- Code Enforcement
- Building Plan Review
- Fire Safety Training for Businesses
- Medical Transports
- Public Service/Assistance
- Hazardous Materials Response
- School Fire Safety Education
- Special Event Standby
- Fall Prevention Referrals

Equipment, Apparatus and Buildings Update

Equipment

- Purchased 10 new sets of turnout gear.
- Purchased gas meters to help monitor air quality more effectively.
- Purchased \$4,000 worth of nozzles with a Federal Firefighters Grant.
- All ladders, hoses and pumps were tested according to NFPA Standards.

Apparatus

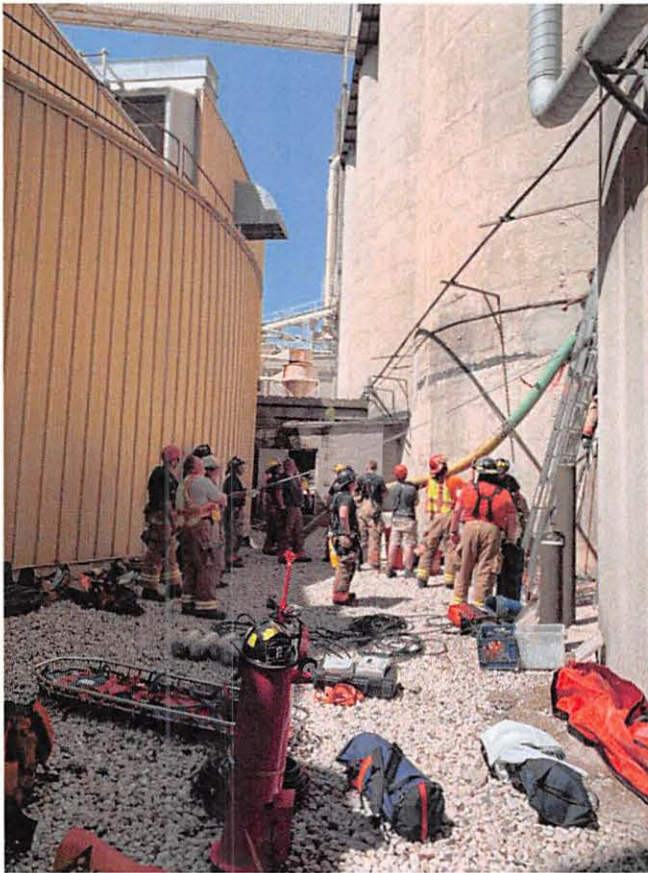
- Purchased 1 van for Inspector and School Programs.
- Purchased 1 pickup truck to be used for a Command Vehicle.
- Purchased 1 pickup truck to be used for plowing and hauling of equipment, dirty gear, personnel, and pulling the Survive Alive House.
- Purchased 100 foot aerial platform.

Buildings

- Purchased \$10,000 worth of physical fitness equipment with a Federal Firefighters Grant.
- Station 1
 - First floor apparatus bay had tile installed on the walls.
 - Sump pump was installed in the basement.
 - Replaced cast iron pipe with PVC piping.
 - Converted all lights to LED.
 - Installed new ceiling tiles.
- Station 2
 - New furnace installed.
 - Prepared for future improvements to roof.
- Station 5
 - Converted all outside lights to LED.



Significant Events



Cargill Malting Facility

On August 6, 2019, the Sheboygan Fire Department responded to a call of three individuals trapped in a grain silo. All three individuals were evacuated safely due to the swift action of Cargill employees, Fire Department personnel, Sheboygan Police and the Sheboygan County Technical Rescue Team (which includes 17 members of the Sheboygan Fire Department). The Sheboygan County Technical Rescue Team was named a recipient of the 2019-2020 Hometown Hero Award in recognition of their selfless dedication and service to our communities.

First Responder Award

Sheboygan Fire Department Assistant Chief Charles Butler has played a vital role in the Dementia Crisis Care Task Force. On October 10, 2019, Butler was recognized with a Hometown Hero Award—First Responder of the Year for the 27th Assembly District for his selfless dedication and service in our community.



Personnel Changes

Retirements



Michael Romas
Fire Chief



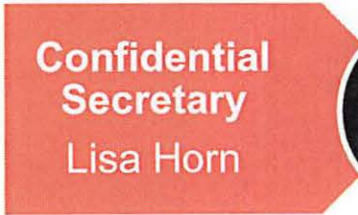
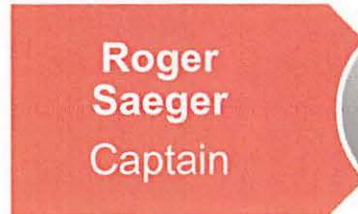
Robert Kocmoud
Battalion Chief



Keith Risse
Battalion Chief



Ken Molitor
Captain



Promotions



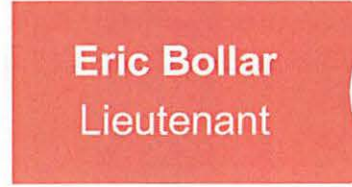
Dean Klein
Assistant Chief



Justin Langdon
Lieutenant



Michael Lubbert
Battalion Chief



Eric Bollar
Lieutenant



Jeffrey Salzman
Battalion Chief



Mark Landgraf
Lieutenant



Nicholas Noster
Captain



Joel Johnsrud
Lieutenant



Brent Adamson
Captain



Rodrick Terrazas
Lieutenant



Appointments



Eric Montellano
Fire Chief



Michael Burgard
Firefighter/Paramedic



Nicholas Kaat
Firefighter/Paramedic



Caleb Harmeling
Firefighter/Paramedic



Andrew Walter
Firefighter/Paramedic



Marcos Martinez
Firefighter/Paramedic



Michael Demcak
Firefighter/Paramedic



Allison Lindow
Firefighter/Paramedic



Louis Nett
Firefighter/Paramedic



Karley Campbell
Administrative Coordinator

New Hire Training

When newly hired personnel enter the Sheboygan Fire Department, it is important for the department to get them up to speed and into their day-to-day positions as soon as possible. It is also critical to their performance and safety that they are properly familiarized with their assignments and how to perform them according to the standards and expectations of the department.

The training division of the Fire Department works diligently to assure that these new firefighters have all of the tools necessary to perform their jobs. New firefighters are given intensive department familiarization through a year-long probationary period that begins with three weeks of direct instruction on eight hour days prior to moving on to the 24 hour duty rotation. They are issued gear, brought up to speed on pertinent policies and procedures, tested on their driving performance for ambulance vehicles, their medical care and their firefighting skills, and even tested on historical facts and background on the fire department. All of this helps to build a sense of team and family as a member of the Sheboygan Fire Department.

Everyone coming into the department has some education, various certifications, and licenses as a condition of hire.

Response Statistics

Detailed Breakdown by Incident Type

INCIDENT TYPE	# INCIDENTS	% of TOTAL
111 - Building fire	50	0.87%
112 - Fires in structure other than in a building	2	0.03%
113 - Cooking fire, confined to container	8	0.14%
114 - Chimney or flue fire, confined to chimney or flue	1	0.02%
117 - Commercial Compactor fire, confined to rubbish	1	0.02%
118 - Trash or rubbish fire, contained	4	0.07%
131 - Passenger vehicle fire	7	0.12%
138 - Off-road vehicle or heavy equipment fire	1	0.02%
142 - Brush or brush-and-grass mixture fire	1	0.02%
151 - Outside rubbish, trash or waste fire	8	0.14%
154 - Dumpster or other outside trash receptacle fire	3	0.05%
160 - Special outside fire, other	2	0.03%
162 - Outside equipment fire	1	0.02%
231 - Chemical reaction rupture of process vessel	1	0.02%
251 - Excessive heat, scorch burns with no ignition	31	0.54%
300 - Rescue, EMS incident, other	67	1.17%
311 - Medical assist, assist EMS crew	270	4.71%
320 - Emergency medical service, other	26	0.45%
321 - EMS call, excluding vehicle accident with injury	3965	69.14%
322 - Motor vehicle accident with injuries	92	1.60%
323 - Motor vehicle/pedestrian accident (MV Ped)	11	0.19%
324 - Motor vehicle accident with no injuries.	20	0.35%
331 - Lock-in (if lock out , use 511)	16	0.28%
341 - Search for person on land	1	0.02%
342 - Search for person in water	1	0.02%
350 - Extrication, rescue, other	6	0.10%
351 - Extrication of victim(s) from building/structure	2	0.03%
352 - Extrication of victim(s) from vehicle	5	0.09%
353 - Removal of victim(s) from stalled elevator	7	0.12%
354 - Trench/below-grade rescue	1	0.02%
355 - Confined space rescue	2	0.03%
357 - Extrication of victim(s) from machinery	1	0.02%
361 - Swimming/recreational water areas rescue	3	0.05%
362 - Ice rescue	1	0.02%
381 - Rescue or EMS standby	19	0.33%
400 - Hazardous condition, other	1	0.02%
410 - Combustible/flammable gas/liquid condition, other	4	0.07%
411 - Gasoline or other flammable liquid spill	9	0.16%
412 - Gas leak (natural gas or LPG)	33	0.58%
413 - Oil or other combustible liquid spill	13	0.23%
422 - Chemical spill or leak	25	0.44%
424 - Carbon monoxide incident	17	0.30%
440 - Electrical wiring/equipment problem, other	4	0.07%
442 - Overheated motor	6	0.10%
444 - Power line down	14	0.24%

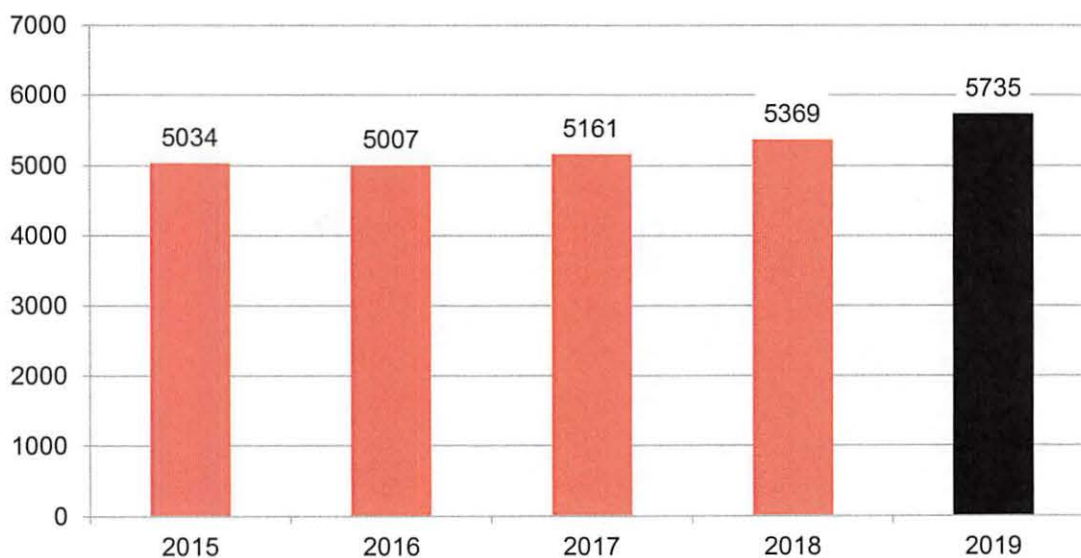
Detailed Breakdown by Incident Type (Continued)

INCIDENT TYPE	# INCIDENTS	% of TOTAL
445 - Arcing, shorted electrical equipment	8	0.14%
463 - Vehicle accident, general cleanup	3	0.05%
500 - Service Call, other	1	0.02%
511 - Lock-out	70	1.22%
512 - Ring or jewelry removal	2	0.03%
520 - Water problem, other	3	0.05%
521 - Water evacuation	5	0.09%
522 - Water or steam leak	13	0.23%
531 - Smoke or odor removal	13	0.23%
542 - Animal rescue	19	0.33%
550 - Public service assistance, other	1	0.02%
551 - Assist police or other governmental agency	32	0.56%
552 - Police matter	27	0.47%
553 - Public service	104	1.81%
554 - Assist invalid	115	2.01%
555 - Defective elevator, no occupants	2	0.03%
561 - Unauthorized burning	62	1.08%
600 - Good intent call, other	31	0.54%
611 - Dispatched & cancelled en route	71	1.24%
622 - No incident found on arrival at dispatch address	54	0.94%
631 - Authorized controlled burning	16	0.28%
651 - Smoke scare, odor of smoke	22	0.38%
652 - Steam, vapor, fog or dust thought to be smoke	8	0.14%
653 - Smoke from barbecue, tar kettle	2	0.03%
661 - EMS call, party transported by non-fire agency	7	0.12%
671 - HazMat release investigation w/no HazMat	29	0.51%
700 - False alarm or false call, other	1	0.02%
711 - Municipal alarm system, malicious false alarm	1	0.02%
714 - Central station, malicious false alarm	4	0.07%
715 - Local alarm system, malicious false alarm	6	0.10%
730 - System malfunction, other	1	0.02%
731 - Sprinkler activation due to malfunction	12	0.21%
733 - Smoke detector activation due to malfunction	35	0.61%
734 - Heat detector activation due to malfunction	2	0.03%
735 - Alarm system sounded due to malfunction	37	0.65%
736 - CO detector activation due to malfunction	22	0.38%
741 - Sprinkler activation, no fire - unintentional	11	0.19%
743 - Smoke detector activation, no fire - unintentional	51	0.89%
744 - Detector activation, no fire - unintentional	2	0.03%
745 - Alarm system activation, no fire - unintentional	45	0.78%
746 - Carbon monoxide detector activation, no CO	19	0.33%
900 - Special type of incident, other	2	0.03%
911 - Citizen complaint	1	0.02%
TOTAL INCIDENTS:	5735	100.00%

Major Incident Type Breakdown

MAJOR INCIDENT TYPE	2019 GOAL	2019 ACTUAL
Fires	< 90	89
Rescue and Emergency Medical Service	4300	4516
Non Fires	1000	1130

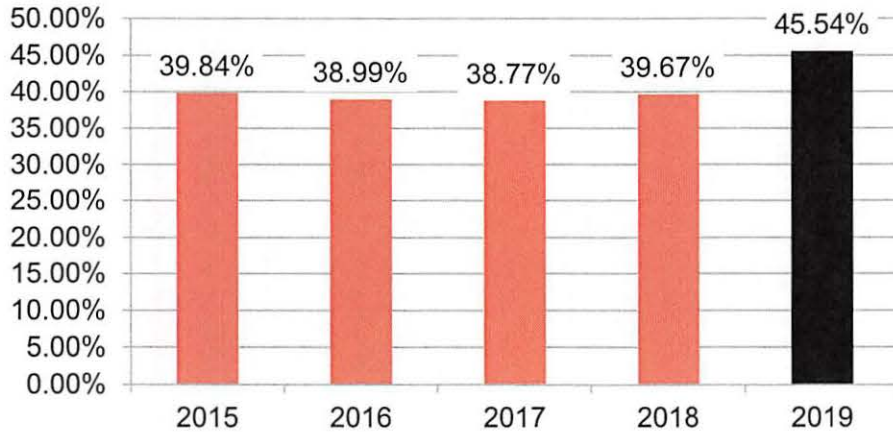
Total Responses



Formal Fire Investigations

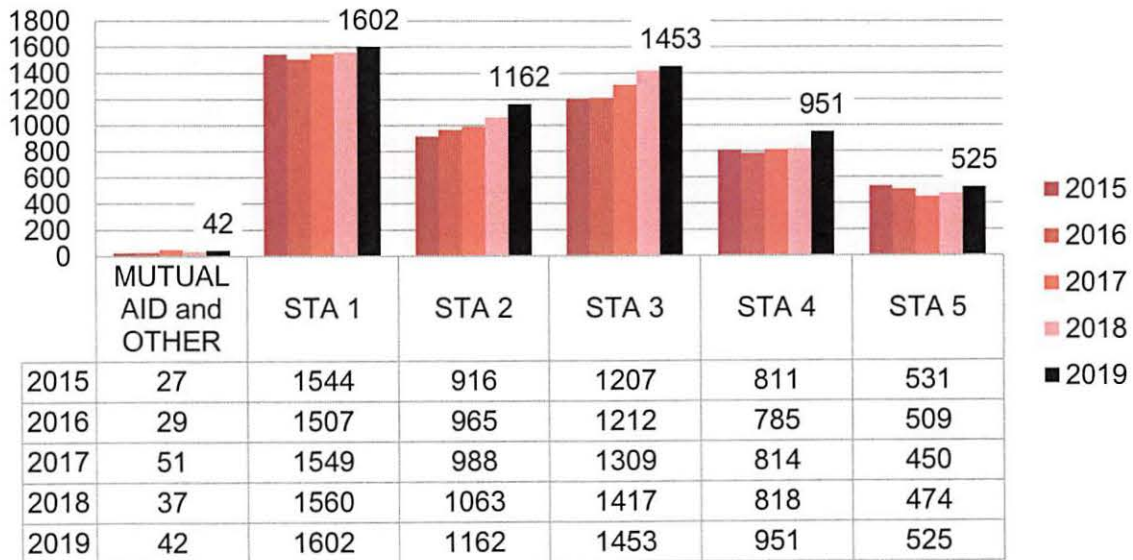
	2018	2019
Investigations	100	91

Average Percent of Overlapping Incidents



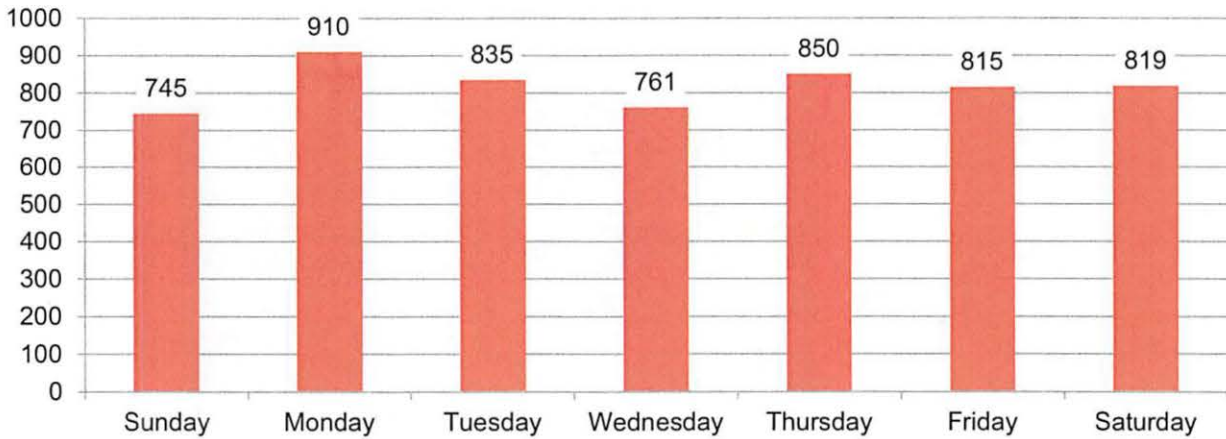
The measure of simultaneous calls represents the percentage of total call requests for the Fire Department while another call or multiple calls are already in progress. Generally speaking the call requests are random. However, in 2019 there was a slight increase in concurrent calls from the previous year,

Station Incident Count per Station

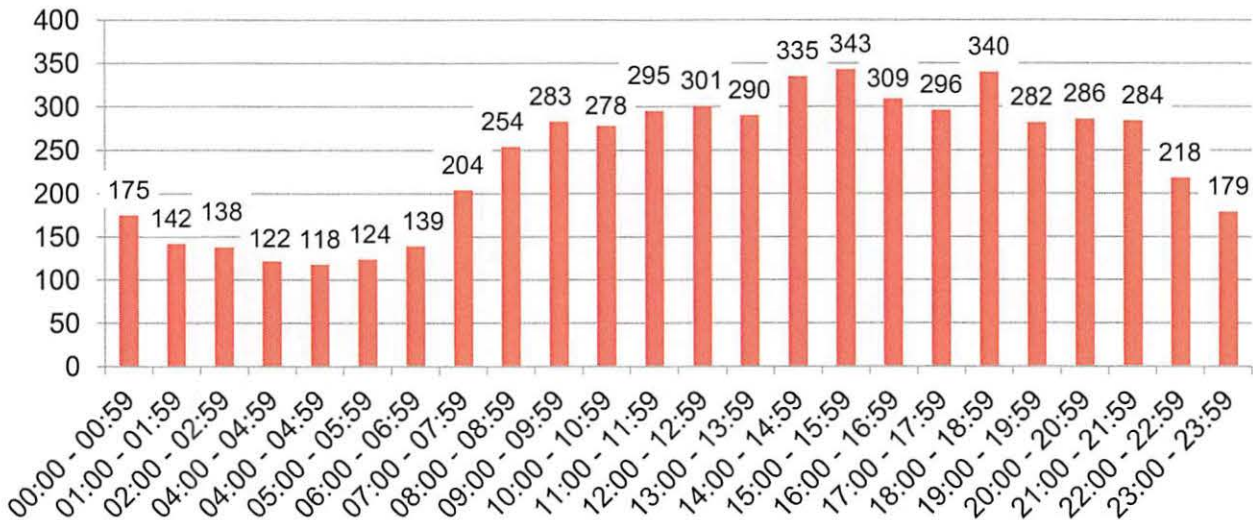


The *Response Requests by Station Area* graph is the total number of incidents as divided by Fire Station Single Alarm response area as designated by the Fire Department. These response areas are established to maintain appropriate response times as set forth by the National Fire Protection Association (NFPA).

Calls by Day of Week



Calls by Time of Day



The Calls by Day of Week and Calls by Time of Day graphs are indicators of when requests for the Fire Department occur in Sheboygan. While there are some patterns that are seen, these graphs match trends nationally overall and also indicate that requests happen at all times.

Emergency Medical Services

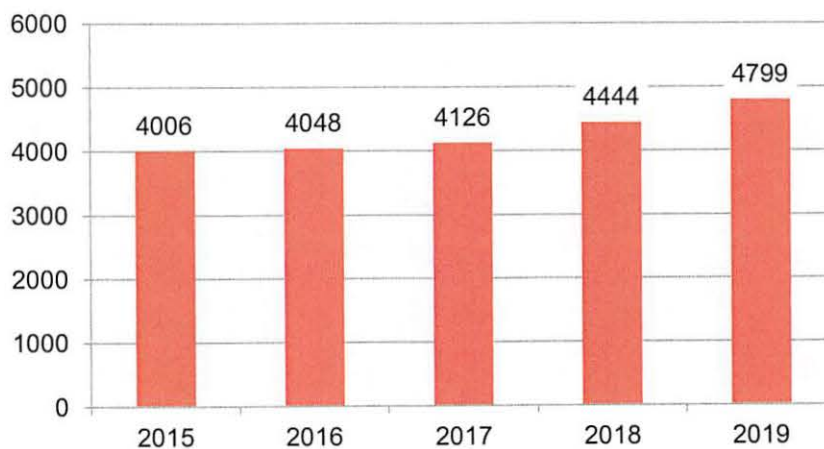
The Sheboygan Fire Department has provided paramedic level EMS transport services to the citizens of Sheboygan for 12 years, in addition to the fire and rescue services it has provided for well over 100 years.

The Sheboygan Fire Department maintains a fleet of four ambulances to provide care and transport to the sick and injured. During the past 10 years the department has continued to provide quality, consistent, and compassionate emergency medical service to the community well within current national standards.

As a value-added service of the Fire Department, the revenues generated through the provision of the ambulance service help to offset the cost of maintaining an effective and efficient Fire Department. This is done through the use of cross-trained personnel with a great deal of education and training and who are prepared to meet the emergency and non-emergency needs of those it serves, whether it be a medical emergency, a fire, or other service need. Each ambulance also carries firefighting equipment for the firefighter/paramedics that staff those vehicles. This allows those personnel to also be able to respond to fires should they occur.

As part of the department's injury prevention efforts, the Fire Department has partnered with the Aging and Disability Resource Center (ADRC) in assisting with a referral program that provides for education and support from the ADRC for those who may need assistance or education about preventing falls in the home. When it is recognized through the department's contact, that a person might be in need of assistance or support, crews will offer the referral and the department will make contact with the ADRC. ADRC will then make contact with the individual and offer assistance. The department's goal is to encourage every ambulance service in the county to provide this service and connection to the resources they need.

Total EMS Contacts



Fire Prevention and Public Education

In 2019, the Sheboygan Fire Department continued its Fire Prevention/Education program, which spans the months of September and October. During this time, the firefighters visit both the public and parochial schools in Sheboygan to provide fire safety education to children in grades Kindergarten through Fourth grade.

Topics include; Meeting Your Friendly Firefighters, Stop, Drop, and Roll, Plan Your Escape, House of Hazards, and Survive Alive House.



Once a year, smaller schools, have the opportunity to come to Fire Station 3 for the Fire Academy. The Fire Academy provides the same educational programming as listed, but in a single location. This past year, the Sheboygan Fire Department provided 149 programs educating approximately 3,049 students at schools throughout the City of Sheboygan and an additional 168 students at the Fire Academy.

While it is a core mission of the Sheboygan Fire Department to respond to and mitigate incidents within the City, it is also the department's mission to reduce the number and severity of those incidents by proper code development and enforcement, effective and efficient response, and ongoing public education. It is through this continuous and comprehensive program of education that the department maintains a culture of safety in the community.

This general program area of public education is vital to the success of the Fire Department's mission. The funding for the materials used for the school programs is largely generated through a program developed and operated by the National Fire Safety Council (NFSC). Each year, local businesses are solicited for donations toward the program by NFSC on the department's behalf and those funds are used by the department to purchase all of the fire prevention materials used in the public education programs delivered in the schools.

The Sheboygan Fire Department works closely with the Building Inspection Division in the city to assure that buildings are safe and up to NFPA 1 Fire Safety Code. In addition to safety compliance, annual fire inspections also serve as a way for firefighters to remain familiar with the buildings and business owners in their response areas, which aids in properly protecting the owners interest in property and also public safety. This past year, 1,987 inspections were conducted. The program also contains tools for developing pre-fire plans for a safer, more effective, and efficient response to a property should there ever be an emergency.

Training and Resource Development

The nature of the responsibilities of a Fire Department requires continuous training of its personnel to assure the best possible chance of a positive outcome when critical incidents occur. This is especially important when those events do not happen very often and staff gets one chance to get it right. Training and preparation is tailored to create effectiveness, efficiency, and safety when the Fire Department responds to incidents. The Sheboygan Fire Department provides for training of its employees through many different programs using a variety of methodologies that are designed to best meet the needs of the department both fiscally and operationally. Because of the inherent dangers present in the job, many of the training areas are statutorily mandated for the protection of both the employee and the citizens they serve.

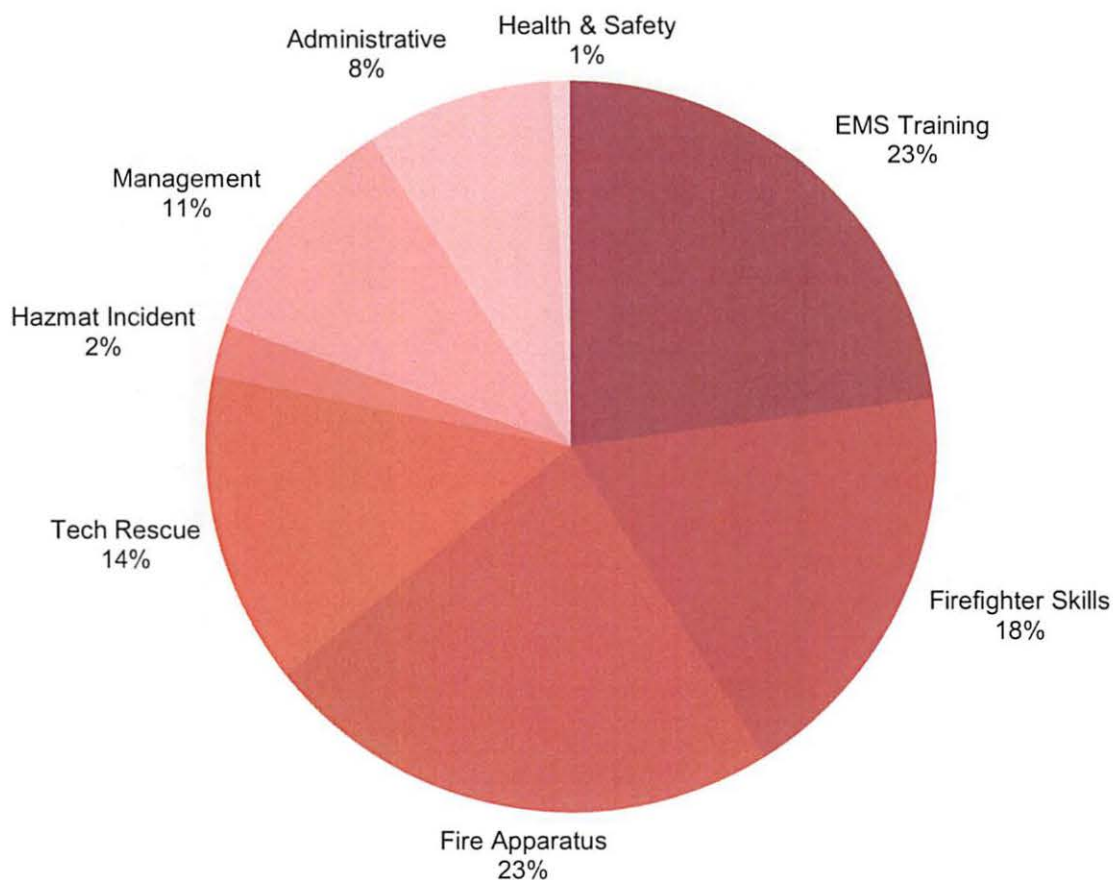


Extrication training during the summer of 2019.



Training with our Sister City from Esslingen, Germany.

Training Distribution



Training Category/Hours

Category	Total Hours
EMS Training	2826
Firefighter Skills	2248
Fire Apparatus	2851
Tech Rescue	1706
Hazmat Incident	280
Management	1286
Administrative	1026
Health & Safety	104
Total Training Hours	12327

In Memoriam



JOSEPH RAML

Born: 1960

Appointed: 1994

Retired as Fire Equipment Operator

Returned to Quarters: 2019



KENNETH CESAR

Born: 1936

Appointed: 1962

Retired as Fire Equipment Operator

Returned to Quarters: 2019



WILLIAM KRAUS

Born: 1936

Appointed: 1963

Retired as Fire Equipment Operator

Returned to Quarters: 2019



DAVID BERENZ

Born: 1941

Appointed: 1969

Retired as Lieutenant

Returned to Quarters: 2019



“What we do for ourselves dies with us. What we do for others and the world remains and is immortal.”

Albert Pine

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Personnel photos courtesy of Jean Zemke

Other photos provided by the Sheboygan Fire Department



CITY OF SHEBOYGAN

**REQUEST FOR LICENSING, HEARINGS, AND PUBLIC SAFETY COMMITTEE
CONSIDERATION**

ITEM DESCRIPTION: Report of Officer, submitting the 2019 Annual Report.

REPORT PREPARED BY: Eric Montellano, Fire Chief

REPORT DATE: April 13, 2020

MEETING DATE: April 29, 2020

FISCAL SUMMARY:

Budget Line Item: N/A
Budget Summary: N/A
Budgeted Expenditure: N/A
Budgeted Revenue: N/A

STATUTORY REFERENCE:

Wisconsin Statutes: N/A
Municipal Code: 50-564

BACKGROUND / ANALYSIS:

Submission and summary of the Fire Department activity in 2019.

STAFF COMMENTS:

- The Fire Department will present the annual report to the LHPS Committee and discuss the highlights of 2019 activities of the Fire Department.

ACTION REQUESTED:

A motion to recommend approval of the Report of Officer No. 183-19-20 to the Common Council.

ATTACHMENTS:

- I. R.O. No. 183-19-20

CITY OF SHEBOYGAN

**REQUEST FOR LICENSING, HEARINGS, AND PUBLIC SAFETY COMMITTEE
CONSIDERATION**

ITEM DESCRIPTION: Report of Officer, submitting the Quarterly Report from the Sheboygan Fire Department for the period commencing January 1, 2020 and ending March 31, 2020.

REPORT PREPARED BY: Eric Montellano, Fire Chief

REPORT DATE: April 15, 2020

MEETING DATE: April 29, 2020

FISCAL SUMMARY:

Budget Line Item: N/A
Budget Summary: N/A
Budgeted Expenditure: N/A
Budgeted Revenue: N/A

STATUTORY REFERENCE:

Wisconsin Statutes: N/A
Municipal Code: 50-564

BACKGROUND / ANALYSIS:

The Quarterly Report of Benchmarks from the Fire Department for the period commencing January 1, 2020 and ending March 31, 2020 is presented for information and discussion as required by section 50-564 of the Municipal Code.

STAFF COMMENTS:

Highlights of the First Quarter of 2020 are as follows:

- Total call volume is 1.5% less than last year at this time.
- The number of structure fires are down 29% from a year ago.
- Fire Department personnel found 22 non-compliant occupancies without appropriate working smoke detectors during this quarterly period.
- Crews installed 20 smoke detectors during this period as well.
- Department training hours includes several hours spent on COVID-19 education for all line personnel.

ACTION REQUESTED:

A motion to recommend approval of the Report of Officer No. 184-19-20 to the Common Council.

ATTACHMENTS:

- I. R.O. No. 184-19-20

II

3.3

R. O. No. 184 - 19 - 20. By FIRE CHIEF. April 20, 2020.

Pursuant to section 50-564 of the Municipal Code, I herewith submit my quarterly report of Benchmark Measurements for the Fire Department, for the period commencing January 1, 2020 and ending March 31, 2020.

Incident Types	2018	First Quarter	2019	First Quarter	2020	2020
	Actual	2019	YTD Figures	2020	YTD Figures	Goals
Fires	94	24	89	17	17	< 90
Rescue & Emergency Medical Service	4,220	1,098	4,516	1,084	1,084	4,300
Non Fires	1,055	244	1,130	245	245	1,000
TOTAL	5,369	1,366	5,735	1,346	1,346	5,300

Station Incident Count Per Station

Station 1	1,560	364	1,556	362	362	1,550
Station 2	1,063	275	1,130	259	259	1,100
Station 3	1,417	356	1,422	356	356	1,400
Station 4	818	242	1,043	222	222	1,000
Station 5	474	121	543	134	134	500
Out of City	37	8	43	13	13	10

Fire Loss

Number of Incidents	56	13	55	15	15	
Pre Incident Value				\$ 3,610,900	\$ 3,610,900	
Total Property Loss	\$ 630,000	\$ 93,150	\$ 373,100	\$ 175,000	\$ 175,000	
Total Content Loss	\$ 348,985	\$ 26,700	\$ 152,565	\$ 62,050	\$ 62,050	
Total Loss	\$ 978,985	\$ 119,850	\$ 525,665	\$ 237,050	\$ 237,050	
Average Loss	\$ 17,481	\$ 9,219	\$ 9,557	\$ 15,803	\$ 15,803	

Workload

Inspections	1,926	20	1,987	13	13	1,926
School Safety Programs/Students	173/3,246	0/0	149/3,330	0/0	0/0	
Public Events	51	6	46	9	9	45
Non-Compliance/Installed Smoke Alarms	N/A	N/A	128/161	22/20	22/20	
Fire Training Hours	8,514	1,610	8,437	1,198	1,198	8,000
EMS Training Hours	1,969	764	2,314	584	584	2,100
Investigations/Formal	100	23	91	18	18	

Efficiency

EMS Average Response Time (360 Seconds)				86%	86%	90%
Fire Average Response Time (380 Seconds)*	89%	91%	88%	86%	86%	90%

Effectiveness

Resident Satisfaction Rating	99%	99%	99%	99%	99%	80%
ISO Rating	2	2	2	2	2	1

* Fire response 380 seconds or less per NFPA standards

*APB
2020-2021
Council*

FIRE CHIEF

CITY OF SHEBOYGAN

**REQUEST FOR LICENSING, HEARINGS, AND PUBLIC SAFETY COMMITTEE
CONSIDERATION**

ITEM DESCRIPTION: Capital Improvements Projects (CIP) for the period of 2021 - 2025.

REPORT PREPARED BY: Eric Montellano, Fire Chief

REPORT DATE: April 15, 2020

MEETING DATE: April 29, 2020

FISCAL SUMMARY:

STATUTORY REFERENCE:

Budget Line Item: N/A
Budget Summary: N/A
Budgeted Expenditure: N/A
Budgeted Revenue: N/A

Wisconsin Statutes: N/A
Municipal Code: N/A

BACKGROUND / ANALYSIS:

Annual Capital Improvements (CIP) for the Fire Department.

STAFF COMMENTS:

The following is a summary of the 2021 requests for the Capital Improvements Commission on behalf of the Fire Department.

The Fire Department's CIP over the next five years beginning in 2021 includes:

- A scheduled replacement of aging suppression vehicle
- Maintenance repairs and improvements to Station #3
- Rescue tools and equipment replacements
- Ambulance replacements
- SCBA filling station replacement
- Cardiac monitor replacements

The item listed for the training facility in 2025 is tentative pending a potential public/private partnership initiative and would be funded in conjunction with grants.

ACTION REQUESTED:

Informational purposes only.

ATTACHMENTS:

- I. Fire Department CIP 2021 - 2025

5 YEAR CAPITAL IMPROVEMENTS PROGRAM

	2021 <u>Requested</u>	2022 <u>Requested</u>	2023 <u>Requested</u>	2024 <u>Requested</u>	2025 <u>Requested</u>	<u>Total</u>
REVENUES						
Property Tax Levy: Capital Project Fund						
Police	\$0	\$0	\$0	\$0	\$0	\$0
Street Improvement and Sidewalks	\$0	\$0	\$0	\$0	\$0	\$0
General Government Projects	\$0	\$0	\$0	\$0	\$0	\$0
Fire	\$35,000	\$45,000	\$45,000	\$35,000	\$22,000	\$182,000
Park, Forestry and Open Space Fund	\$0	\$0	\$0	\$0	\$0	\$0
Park Impact Fee Fund	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle / Land Sales	\$20,000	\$20,000	\$20,000	\$22,000	\$10,000	\$92,000
County / State / Federal Grants	\$0	\$0	\$0	\$0	\$0	\$0
Other Municipality Contributions	\$0	\$0	\$0	\$0	\$0	\$0
G. O. Borrowed Funds	\$890,000	\$516,000	\$801,000	\$529,000	\$800,000	\$3,536,000
Other Borrowed Funds	\$0	\$0	\$0	\$0	\$0	\$0
Donations	\$0	\$0	\$0	\$0	\$835,000	\$835,000
User Fees	\$0	\$0	\$0	\$0	\$0	\$0
Special Assessment	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle Registration Fee	\$0	\$0	\$0	\$0	\$0	\$0
Other/CDBG	\$0	\$0	\$0	\$0	\$0	\$0
Fund Balance	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL REVENUE	\$945,000	\$581,000	\$866,000	\$586,000	\$1,667,000	\$4,645,000

Fire

Engine	\$715,000	\$0	\$0	\$0	\$0	\$715,000
Station 3 - Phase One of Three	\$195,000	\$0	\$0	\$0	\$0	\$195,000
Extrication Tools	\$35,000	\$0	\$0	\$0	\$0	\$35,000
Ambulance	\$0	\$336,000	\$0	\$0	\$0	\$336,000
Station 3 - Phase Two of Three	\$0	\$200,000	\$0	\$0	\$0	\$200,000
SCBA Filling Station	\$0	\$45,000	\$0	\$0	\$0	\$45,000
Station 3 - Phase Three of Three	\$0	\$0	\$455,000	\$0	\$0	\$455,000
Ambulance	\$0	\$0	\$366,000	\$0	\$0	\$366,000
Air Bag System	\$0	\$0	\$45,000	\$0	\$0	\$45,000
Ambulance	\$0	\$0	\$0	\$376,000	\$0	\$376,000
Cardiac Monitors	\$0	\$0	\$0	\$175,000	\$0	\$175,000
Training Fire Simulator	\$0	\$0	\$0	\$35,000	\$0	\$35,000
Rescue Pumper	\$0	\$0	\$0	\$0	\$810,000	\$810,000
Turnout Gear Rack	\$0	\$0	\$0	\$0	\$22,000	\$22,000
Training Facility	\$0	\$0	\$0	\$0	\$835,000	\$835,000
Total - Fire & Rescue	\$945,000	\$581,000	\$866,000	\$586,000	\$1,667,000	\$4,645,000