

City of Waterloo

Finance Committee

Municipal Priorities Ranking

Exercise

January 19, 2012

Contents

- Ranking list by 59 Departments (left column)
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 - Waterloo Public Works Department
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The Finance Committee invites all elected officials to participate in the ranking. To provide an overall ranking, ranking sheets may be returned to the Clerk/Treasurer's office for tabulation.

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 January 19, 2012

<u>DEPARTMENT [count = 59]</u>	<u>DEPT. RANK</u>	<u>BUDGET LINE ITEMS & ASSOCIATED ACTIVITIES</u>	<u>WITH IN DEPT RANK</u>
City Council [3]		Wages	
		Meetings	
		Mileage	
Legislative Support [2]		Legal Publications	
		Legislative Printing	
Attorney [2]		Legal Assistance	
		Document Review	
Mayor [3]		Wages	
		Meetings	
		Mileage	
Clerk/Treasurer's Office [38]		Wages/Benefits - 3 Full-time	
		Training	
		Telephone	
		On-line Municipl Code Maintenance	
		Office Supplies	
		Software/Hardware Outlay	
		Audit Preparation	
		Administer Employee Benefits (AB)	
		(AB) Health Insurance, Income Continuation,	
		(AB) Life Insurance, Retirement, FSA, Deferred Comp	
		Staff Support (SS)	
		(SS) Mayor, Council, Committees, Attorney	
		(SS) Plan Comm., Elections, Assessor, Public Works	
		(SS) Maunessa Business Center, Police, Fire,	
		(SS) Oak Hill Cemetary, Library, Parks Board Trustees	
		(SS) City Band, Carousel, Youth Center, WLOO	
		(SS) Building Inspector	
		Insurance Policy and Claims Processing (IP)	
		(IP) Property, Liability, Workers Comp, other	
		Economic Development	
		Grant Administration	
		Licensing Adminstration	
		Meeting Adminstration	
		Ordinance Aministration	
		Payroll, Accounts Payable	
		Accounts Receivable	
		Personal Cell Phone Bill Payment Collection	
Tax Collection			

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DEPARTMENT [count = 59]	DEPT. RANK	BUDGET LINE ITEMS & ASSOCIATED ACTIVITIES	WITH IN DEPT RANK
		Web Site Maintenance/Updating	
		Zoning Administration	
		Account Maintenance (AM)	
		(AM) Debt Account	
		(AM) Shoe Factory Account	
		(AM) Library Memorials/Donations	
		(AM) Special Assessments	
		(AM) Tax Incremental Finance Districts	
		(AM) Clarke Memorial Fund	
		(AM) Carousel Account	
Elections [3]		Poll Workers Pay	
		Training	
		Special Election Expense	
Special Acctg & Auditing		Annual Audit; TIF Audits	
Assessment of Property [4]		Salary - 1 Part-time	
		Revaluation	
		Supplies	
		Manufacturing Assessment Expense	
Municipal Building [3]		Electric, Heat, Water & Sewer	
		Cleaning Contract	
		Building Maintenance/Repairs	
Warming House (Youth Center) [3]		Electric, Heat, Water & Sewer	
		Building Maintenance/Repairs	
		Telephone	
Maunasha Business Center [5]		Electric, Heat, Water & Sewer	
		Cleaning Contract	
		Telephone	
		Building Maintenance/Repairs	
		Business Development Programming	
Misc General Govt [4]		Retiree Sick Leave Health Ins. Payout	
		Contingency	
		Municipal Garbage Expense	
		Unemployment Ins Payout	
Property & Liability Ins [5]		Municipal Property Insurance	

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DEPARTMENT [count = 59]	DEPT. RANK	BUDGET LINE ITEMS & ASSOCIATED ACTIVITIES	WITH IN DEPT RANK
		Municipal Worker's Comp Ins.	
		Municipal Liability Ins.	
		Errors & Omissions Ins.	
		Employee Bonds	
Police Administration [31]		Wages & Benefits 3 Full-time	
		Crossing Guard 3 Part-time	
		Meetings	
		Training	
		Court Fees	
		Telephone	
		Electric, Heat, Water & Sewer	
		Cleaning Contract	
		Mileage	
		Uniform Allowance	
		Communication	
		Repair/Maintenance	
		Crossing Guard Supplies	
		Outlay Equip	
		Uniform Repr	
		Direction and Supervision of Personnel	
		Stratigic Planning	
		Budgeting	
		Scheduling	
		Attend Meetings	
		Liaison between Dept and Community	
		Develop Policies and Procedures	
		Liaison between DA, City Atty, & Courts	
		Report Transcription	
		Investigations	
		Training	
		Purchase Equipment and Supplies	
		Buliding and Equipment Maintenance	
		Records/Tracks Program Management	
		Grant Writing	
		Computer Maintainence	
Police Patrol [29]		Wages & Benefits 5 Full-time	
		Wages 4 Part-time	
		Testing	
		Training	
		Photo Supplies	
		Mileage	

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		MEG Expense	
		Gas & Oil	
		Supplies	
		Squad Repairs	
		Computer Supplies	
		Outlay Equipment/Computer	
		Outlay Squad	
		Patrol	
		Respond to complaints	
		Criminal Investigations	
		Accident Investigation	
		Drug Investigations	
		Assist the Public	
		Parking Enforcement	
		Traffic Enforcemnt	
		Enforce violations of State and Local Laws	
		Speed enforcemnt	
		Respond to EMS and Fire Calls in the City	
		Business Security Checks	
		Evidence Handling	
		Bike Patrol	
		Patrol Special Events	
		Bicycle/Community Safety Programs	
Inspections		Building & Other Inspections	
Civil Defense [3]		Meetings & Seminars	
		Communications	
		Siren Maintenance	
Public Works - Staffing <i>(See Narrative Also...)</i>		Wages & Benefits 4 Full-time	
Public Works - Engineer & Admin.		Non-project Engineering Services	
		Interactive Map	
Public Works - Mach. & Equip. [4]		Gas & Oil	
		Tools	
		Vehicle & Equipment Repairs	
		Safety Equipment	
Public Works - Garage & Shed [8]		Meetings & Seminars	
		Telephone	

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DEPARTMENT [count = 59]	DEPT. RANK	BUDGET LINE ITEMS & ASSOCIATED ACTIVITIES	WITH IN DEPT RANK
		Electric, Heat, Water & Sewer	
		Mileage	
		Supplies	
		Mobile Phone	
		Computer Supplies & Maintenance	
		Pest Control	
Public Works - Street Repair & Maint [4]		Reimburse County	
		Blacktop. Road Seal & Gravel & Stone	
		Overlays	
		Parking Lot	
Public Works - Street Cleaning		Street Cleaning	
Public Works - Snow & Ice Control		Salt & Sand	
Public Works - Street Lighting		Payment to Utility	
Public Works - Sidewalks & Crosswalks		Outlay	
Public Works - Storm Sewers		Repair & Maintenance	
Public Works - Traffic Control		Supplies, Paint & Flasher Maintenance	
Public Works - Bridges & Culverts		Supplies	
Public Works - Tree & Brush Control [5]		Tree Removal	
		Stump Removal	
		Chipper Gas	
		Tree Trimming	
		Tree & Brush Misc	
Public Works - Refuse Collect [3]		Contracted Municipal Garbage Collection	
		Contracted Municipal Recycling	
		Wood/Iron Disposal	
Public Works - Sanitary Sewers [3]		Televising	
		Supplies	
		Repair & Maintenance	
Public Works - Insect Control		Supplies	

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DEPARTMENT [count = 59]	DEPT. RANK	BUDGET LINE ITEMS & ASSOCIATED ACTIVITIES	WITH IN DEPT RANK	
Public Works - Animal Control		Contract Services		
Cemetery [2]		Oak Hill Subsidy		
		Repair & Maintenance of Stones (City)		
Library [42]		Wages/Benefits 3 Full-time		
		Wages/Benefits Part-time 2 employees + seasonal		
		Telephone		
		Electric, Heat, Water & Sewer		
		Online User Fees: internet & wi-fi		
		Automation Equipment/Software Programs: SHARE fees		
		Cleaning Contract		
		Supplies: Printing, Office, Book processing, cleaning		
		Shipping/Handling: equipment, media, furniture		
		Postage		
		Mileage: SHARE, Jefferson County & MWFLS conferences		
		Building Repair & Maintenance		
		Computers Repair & Supply		
		Equipment Repair & Maintenance- photocopier/fax/printer		
		Programs: Adult/teen/child		
		Books: Print, Audio		
		Magazines		
		Dvds, CDs, Microfilm, Newspapers		
		Continuing Education		
		Furniture		
		Equipment		
			1. Family programs/services	
			Weekly storytimes	
			Monthly Family Fun Nights	
			Reading promotion programs (multiple)	
			Meals-on-Wheels	
			After school	
			Book clubs	
			Class visits	
			Public use of community room	
			Adult health programs	
		2. Library web site		
		SHARE catalog		
		WISCAT		
		Badgerlink		
		Overdrive (download audio and ebooks)		

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		Library program marketing	
		3. Local history	
		<i>Courier</i> microfilm	
		Name index to local newspapers	
		Genealogy research	
		4. Circulation of multi-media collection	
		SHARE and WISCAT interlibrary loan	
		5. Public access to the internet	
		Public computers & wi-fi	
		Photocopier/printer copies	
		Fax service	
	Parks [3]		Firemen's Park Appropriation
		Repair & Maintenance	
		Firemen's Park Management	
Celebrations & Entertainment [6]		City Band	
		Veterans Flags	
		Christmas Decorations	
		Historical Society	
		Community Theater	
Summer Recreation [3]		Youth Sports	
		Swimming Lesson Subsidy	
		Skateboard Park	
Winter Recreation		Ice Rink	
Youth Center [5]		Wages 1 Part-time	
		Telephone	
		Supplies	
		Computer Services/Supplies	
Weed Control		Youth Programs	
		Maintenance Mower	
Planning & Conservation [5]		Plan Commission Wages	
		Economic Development County -JCEDC	
		Maps & Plat Book Printing	

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		JEM Grant participation	
		County Economic Development Assistance	
CATV/WLOO Cable TV Stations [10]		Wages 6 Part-time	
		Website Hosting	
		Dues Memberships	
		Supplies & Computer Supplies	
		Repair & Maintenance Equip	
		Mobile Phone	
		Scholarship	
		Equipment Outlay	
		Public Access Channel Programming	
		Public Access Channel Announcements	
Impact Fees		Transfer To Qualifying Projects	
WFD - Fire Dept Administration [11] (See Narrative Also...)		Wages Officers	
		Meeting Meals	
		Unemployment Compensation Pay-in	
		Telephone	
		Electric, Heat, Water & Sewer	
		Office Supplies	
		Publications	
		Dues	
		Communications	
		Computer Maintenance & Supplies	
		Repairs & Supplies	
WFD - Fire Dept Facilities [4]		Supplies	
		Cleaning Supplies	
		Training Maintenance	
		Storage Maintenance	
WFD - Fire & EMS Services [8]		Wages & Benefits 2 Full-time	
		Fire / EMS Volunteer Wages Multiple	
		Meal Allowance	
		Public Education	
		Training/Tuition	
		Dues	
		Mileage	
		Uniform Allowance	
WFD - Mach & Equip [8]		Protection Uniform & Gear	

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		Supplies - Fire	
		Radio Repair	
		Gas & Oil	
		Training Tools	
		Supplies - EMS	
		Lifeline Maintenance	
		Vehicle Repair	
WFD - Fire Dept Inspections		Fire Inspections - Contract Services	
WFD - Property & Liability Insurance [4]		Property Insurance	
		Workers Comp Insurance	
		Liability Insurance	
		Accident Insurance	
WFD - Designated Funds - Capital Outlay		Capital Expenditure	
WFD - Special Funds - Capital Contribution		Reserving Capital Fund For Future Use	
Debt Service [2]		Principle & Interest Payments	
		Debt Proceeds To Fund Capital Projects	
Capital Project Fund [11]		Street Repairs	
		Parks	
		Fire Station	
		Industrial Park	
		Municipal Buildings	
		Squad Cars	
		DPW Road Vehicles	
		City-wide Property Reassessment	
		Police Department	
		Library	
Sustainable			
Capital Project Reserve (Future Exp.) [11]		Street Repairs	
		Parks	
		Fire Station	
		Industrial Park	
		Municipal Buildings	
		Squad Cars	
		DPW Road Vehicles	
City-wide Property Reassessment			

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		Police Department	
		Library	
		Sustainable	
TIF District No. 1 [4]		Transfer to Debt Service (McKay Way)	
		McLain Endingeer Loan Repay	
		Van Holten Pickle Demolition	
		Transfer to TIF #2	
TIF District No. 2 [5]		Façade Improvement Program	
		Tenant Improvement Program	
		Floodplain Project	
		Donnelley Project	
		Marketing Community	
Community Development Authority [3]		Maunsha Business Center Renovation	
		Maunsha Business Development Program	
		Promoting Residential Housing	

**CITY OF
WATERLOO
DPW**

WATERLOO DPW

1. COPY OF TIME SHEET
2. LIST OF DUTIES
3. OTHER
4. SUMMARY
5. HOURS SPENT IN EA. CATAGORY

TIME CARD

WK #6

EMPLOYEE NAME: GARY A. YERGES		EMPLOYEE NO: 1203														
ACCOUNTS CHARGEABLE		WEEK ENDING: MARCH 10, 2012							WEEK ENDING: MARCH 17, 2012							
		SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	TOT
* ELECTIONS	51-5144-120															
* MUNI BLDG	51-5160-120															
* WARM HOUSE	51-5161-120															
* COMM BLDG	51-5162-120															
* POLICE ADM	52-5210-120															
* FIRE DEPT	52-5220-120															
* MACH\EQUIP	53-5324-120															
* GARAGE\SHED	53-5327-120															
* MEETING\SEM	53-5327-190															
* ST REP\MAIN	53-5330-120															
* ST CLEANING	53-5331-120															
* SNOW & ICE	53-5332-120	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
* JRM SEWER	53-5344-120															
* TRAFFIC CTL	53-5345-120															
* BRDGS\CULV	53-5346-120															
* TREE\BRUSH	53-5347-120															
* REFUSE COLL	53-5360-120															
* SANIT SEWER	53-5361-120															
* INSECT CNTL	54-5411-120															
* ANIMAL CNTL	54-5412-120															
* CEMETERY	54-5491-120															
* LIBRARY	55-5511-120															
* PARKS	55-5520-120															
* CELEB\ENTER	55-5530-120															
* WINTER REC	55-5541-120															
* WEED CONTL	56-5621-120															
* VAC\HOL\SL	53-5300-120															
* ON CALL 901	53-5327-126															
TOTAL HOURS		/	/	/	/	/	/	/	/	/	/	/	/	/	/	/

1.PUBLIC WORKS – STAFFING

WAGES, BENEFITS AND 4 FULL TIME EMPLOYEE'S

2.PUBLIC WORKS – ENG./ADMIN.

NON PROJECT ENG. SERVICES, INTERACTIVE MAP

3.PUBLIC WORKS – MACH/EQUIP

THE DPW FIXES 95% OF THE EQUIPMENT, FROM OIL CHANGES TO MOST ENGINE REPAIR, BRAKES, HOSES, ELECTRICAL ECT.

*

WE ALSO DO METAL FABRICATING, WELDING, TORCH WORK AND RESTORATIONS OF SOME OF THE OLDER EQUIP.

4.PUBLIC WORKS – GARAGE/SHED

THIS ITEM IS FOR ALL OF THE SUPPLIES, BATHROOM, OFFICE, BUILDINGS #1- #2 AND #3, AND FOR THE MAINTENANCE AROUND THESE BUILDINGS, LAWN CARE, LIGHTING, PARKING AREAS. ECT.

5.PUBLIC WORKS – STREET REPAIR AND MAINTENANCE

REINBERSMENT TO THE COUNTY, BLACKTOP FOR PATCH WORK AND SMALL OVERLAYS, ROAD SEAL FOR CRACK FILLING, GRAVEL FOR BASING STREET PATCHES ROADSIDES.

6.PUBLIC WORKS – STREET CLEANING

WE SWEEP THE CITY STREETS APPROX. 6 TIMES PER YEAR. MORE SO IN THE FALL AFTER LEAF SEASON.

7.PUBLIC WORKS – SNOW AND ICE CONTROL

WE MAINTAIN APPROX. 1 MILE OF SIDEWALK AND 18 MILES OF CITY STREETS, WE ALSO MAINTAIN 100% OF THE EQUIPMENT.

7.PUBLIC WORKS – SNOW AND ICE CONTROL (CONTINUED)

AND PER CITY ORDINANCE, WE MAINTAIN RESIDENTS SIDEWALKS (IN PAST YEARS WE HAVE DONE AS MANY AS 60 RESIDENT SIDEWALKS AFTER A SNOW STORM AND MANY OF THE SIDEWALKS ARE REPEAT OFFENDERS.

8.PUBLIC WORKS – STREET LIGHTING

PAYMENT TO THE UTILITY

9.PUBLIC WORKS – SIDEWALKS AND CROSSWALKS

MOST ALL OF THE REPAIR TO THESE AREAS ARE DONE WITH STREET PROJECTS, WE DO CLEAN THE SNOW FROM ALL CROSSWALKS

10.PUBLIC WORKS – STORM SEWER

THIS ITEM IS FOR PURCHASING CASTINGS, PIPE, CONCRETE ECT.

*

WE MAINTAIN APPROX. 430 STORM SEWER INLETS AND MANHOLES AND APPROX. 24,850 FEET OF LINE.

11.PUBLIC WORKS – TRAFFIC CONTROL

WE MAINTAIN 223 STREET NAME SIGNS AND 445 STOP, YIELD PARKING AND OTHER SIGNS. WE ALSO PAINT NUMEROUS CROSSWALKS, PARKING AREAS AND BY ALL FIRE HYDRANTS

12.PUBLIC WORKS – BRIDGES AND CULVERTS

WE MAINTAIN NUMEROUS CULVERTS THROUGHOUT THE CITY BY PERIODIC CLEANING.

WE HAVE ARE BRIDGES INSPECTED 1 TIME EACH YEAR

13.PUBLIC WORKS – TREE AND BRUSH

WE MAINTAIN APPROX. 1,100 CITY AND CEMETERY TREES FROM REMOVAL TO TRIMMING AND REPLANTING AND STUMP REMOVAL. WE ALSO PROVIDE A PICKUP OF RESIDENT TREE'S AND WOODY MATERIALS TWICE MONTHLY.

14.PUBLIC WORKS – REFUSE COLLECTION

CONTRACT GARBAGE AND RECYCLING
WE PICK UP CURB SIDE TWICE PER MONTH ANY GRASS LEAVES, GARDEN DEBRIS, IRON AND LUMBER.

15.PUBLIC WORKS – SANITARY SEWER

WE ANNUALLY TELEWISE 1,500 FEET OF SANITARY SEWER AND STORM SEWER, MOST OF THE TELEVISING IS FOR FUTURE STREET PROJECTS.

*

WE MAINTAIN APPROX. 313 SANITARY MANHOLES AND 71,000 FEET OF SANITARY MAIN.

*

WE CLEAN APPROX. 1/3 OF THE CITIES SEWER PER YEAR TO HELP PREVENT BACKUPS, AND MAINTAIN KNOWN BAD AREAS.

16.PUBLIC WORKS – INSECT CONTROL

BASIC SUPPLIES

17.PUBLIC WORKS – ANIMAL CONTROL

CONTRACT SERVICES

WE HELP THE POLICE DEPT. CAPTURE WILD ANIMALS AND DOGS AND CATS RUNNING AT LARGE

WE ALSO PROVIDE RESIDENTS WITH BOX TRAPS

18.PUBLIC WORKS – CEMETERY

WE MAINTAIN 346 HEAD AND FOOT STONES IN THE 2.5 ACRE CEMETERY.

LAWN CARE AND TRIMMING TAKES APPROX. 9 HOURS
(IN THE FUTURE, IF KNOW ONE TAKES CARE OF OAK HILL CEMETERY THE CITY IS RESPONSIBLE FOR THE MAINTENANCE)

19.PUBLIC WORKS – MUNICIPAL BUILDING

WE TAKE CARE OF THE LIGHTS, BALLAST, SOME FIXTURES, PLUMBING AND THE MAINTENANCE AROUND THE BUILDING

20 PUBLIC WORKS – WARMING HOUSE

BASIC MAINTENANCE INSIDE AND OUT

21.PUBLIC WORKS – POLICE DEPT.

SOME INSIDE MAINTENANCE, LIGHTS AND MINOR REPAIRS

*

WE MAINTAIN THE GENERATOR BY MONTHLY INSPECTION
WE START IT AND LET IT GO THROUGH A TIMED CYCLE
WHICH TAKES ABOUT 45 MIN.

22.PUBLIC WORKS – MAUNESHA BUSINESS CENTER

MINOR MAINTENANCE

23.PUBLIC WORKS – PARKS

WE MAINTAIN ABOUT 41 ACRES OF PARKS AND OUTLOTS
IT TAKES ABOUT 16 HOURS TO MOW ALL THE LOTS AND

ABOUT THE SAME AMMOUNT OF TIME TO DO THE TRIMMING PER CITY ORDINANCE: WE ALSO MAINTAIN RESIDENTS LAWNS THAT DON'T GET MOWED

24.PUBLIC WORKS – CELEBRATIONS AND ENTERTAINMENT

*

WE TAKE CARE OF THE CHRISTMAS DECORATIONS FOR THE DOWN TOWN AREA, EVERY FALL WE CHANGE THE BULBS THAT ARE BURNT OUT, THIS TAKES 2 MEN ABOUT 4 HOURS (THERE ARE 32 WREATHS WITH 90 BULBS PER WREATH, 2,880 BULBS TO LOOK AT)

*

WE SET UP GARBAGE CONTAINERS FOR W&K DAY, WE MOVE CONCRETE BLOCKS FROM THE PARK TO THE DOWN TOWN AREA FOR THERE TENT AND OF COURSE WHEN EVERYTHING IS OVER IT ALL HAS TO GO BACK PLUS ALL OF THE GARBAGE CONTAINERS ARE WASHED BEFORE PUTTING THEM BACK INTO STORAGE.

*

WE PROVIDE WHATEVER HELP THE FIREMAN NEED FOR THE 4TH OF JULY CELEBRATION

*

WE PROVIDE THE HELP FOR TREK BICYCLE RACES OR EVENTS WITH TRAFFIC CONTROL, BARRICADES ECT.

25.PUBLIC WORKS – WINTER REC.

WHEN WE HAVE GOOD FREEZING WEATHER WE FLOOD THE ICE RING BY THE SEWER TREATMENT PLANT. IT TAKES A NUMBER OF DAYS TO GET A SMOOTH FINISH, PLUS THE EXTRA TIME TO REMOVE THE SNOW FROM THE RING.

26.PUBLIC WORKS – WEED CONTROL

WE MOW APPROX. 5 MILES OF RURAL ROAD SIDES AND

OUTLOTS.WE MOW ABOUT 4 TIMES PER YEAR

*

WE ALSO CUT THE GRASS AND WEEDS ALONG THE
RIVER AT FIREMAN'S PARK

ADD UP ALL THE WORK WE DO OR THE DIFFERENT HATS
WE WARE,

TAKE OUT THE VACATION FOR 4 EMPLOYEES'
THE SICK DAYS
THE POSSIBLE BEREVEMENT DAYS
THE WEEKENDS

THAT DOES'NT LEAVE A LOT OF SLACK TIME.
WE STAY BUSY THROUGHOUT THE YEAR.

IN ADDITION: THE CITY JUST PURCHASED A NUMBER OF
PROPERTIES, IM SURE THERE WILL BE MORE LAWN AND
OR PARKING AREAS WE'LL HAVE TO MAINTAIN IN ADDITION
TO WHAT WE ALL READY DO.

JUST FOR YOUR INFORMATION, I DID ADD UP FOR 2011
ALL THE HOURS WE SPENT AT EACH LINE ITEM.

THEY ARE AS FOLLOWS: SEE ATTACHED SHEET



**WATERLOO FIRE DEPARTMENT
900 INDUSTRIAL DRIVE
WATERLOO, WISCONSIN 53594**



Waterloo Fire Department covers around 50 square miles with having the City of Waterloo and Townships of Portland, Waterloo, Milford and Shields.

1. Fire Suppression
2. Haz-mat operations
3. Public service assist
4. Extricating vehicles, equipment
5. Public education and awareness
6. Assist other City Departments as needed
7. Search and Rescue
8. Responding to natural disasters

The Waterloo Fire Department has 34 Volunteer members that get \$15.00 dollars a call whether it's a 30 minute call or a 10+ hour call. Training that the members have to take is getting more intense.

1. Monthly trainings at least once a month
2. Entry level Firefighter = 60 hours
3. First Responder = 66 hours
4. Firefighter 1 = 36 hours
5. Haz-mat Operation = 24 hours
6. Firefighter 2 = 42 hours

The members do not get paid for their time for these classes that must be taken. This is required to be a firefighter per NFPA standards; this is also required for being eligible for future grants.

For the Officers - additional classes:

1. Fire Officer 1 = 40 hours
2. Fire Officer 2 = 40 hours

The members do not get paid for their time for these classes that must be taken.

For Chief Officers additional class:

1. EMT – Basic = 144 hours

The members do not get paid for their time for these classes that must be taken.

All firefighters and officers have to go through the required NIMS training, approx. 10 hours for firefighters, another 16 hours for officers and 32 more hours for chief officers.

Waterloo EMS Department covers around 50 square miles with having the City of Waterloo and the townships of Portland, Waterloo, Milford and Shields.

1. Transporting the sick and injured
2. Giving medical care to the sick and injured
3. Public service assist
4. Assisting other city departments
5. Public education and awareness
6. Search and rescue
7. Perform truck starting duties

We are also with the Wisconsin Mutual Aid Box Alarm System (MABAS). Assist mutual aid for Jefferson, Dane, Dodge and Columbia counties. With Wisconsin MABAS we could be called out anytime, anywhere in the state to assist. We are with Jefferson County MABAS system division 118.

The Waterloo EMS Department has 20 Volunteer Emergency Medical Technician members. The schooling that members have to go through and keep their license is below. The EMT Intermediate Technicians must be on the call or we cannot transport the patient.

1. Monthly training at least once a month
2. Emergency Medical Technician Basic = 144 hours
3. Emergency Medical Technician Intermediate Technician = 96 hours
4. Every other year refresher course for Basic = 32 hours
5. Every other year refresher course for Intermediate Technician = 48 hours

The members do not get paid for their time for these classes that must be taken.

All Emergency Medical Technicians have to go through the required NIMS training, approx. 10 hours of training.

We have 15 Ambulance Volunteer Drivers

1. Drive safely to guarantee safety of patient and personnel
2. Assist EMTs with equipment and care
3. Perform truck starting duties

The education for drivers is below

1. CEVO ambulance course = 6 hours
2. CEVO driving course = 2 hours
3. Behind the wheel = 14 hours
4. First Responder = 66 hours

The members do not get paid for their time for these classes that must be taken.

All Ambulance Drivers have to go through the required NIMS training, approx. 10 hours of training.

Most of our members are crossed-trained in Fire and EMS.

At this time we have one full-time and 2 part-time and we are in the process of getting the second full-time personnel. The full-time and part-time personnel duties are:

1. Clean station, apparatus and grounds
2. Maintenance of apparatus and equipment
3. Same duties as the Firefighters and Emergency Medical Technicians-Intermediate
4. Maintenance on building
5. EMS reports entering all data for billing
6. Inventory of EMS equipment, Fire equipment and station equipment
7. Ordering out supplies/Research for vendor best practice pricing
8. Billing paperwork
9. Maintaining all updated paper work
10. Truck checks for all equipment so it is good and ready
11. Assisting with administration paperwork
12. Grant writing
13. Lifeline installation and maintenance
14. Public education coordinator
15. Assist with trainings or set up
16. Enter all Fire and EMS reports for NFRIS reports
17. Manages the EMS manager schedule

We are currently in the process of hiring the second full-time Firefighter-EMT-I.

The full time staff is an essential part of the Waterloo Fire Department. Because the volunteer staff is not available during daytime call, we must have a person staff these hours to respond the EMS calls and fire calls. Even if we don't have the appropriate staffing, they must call for mutual aid and respond to the scene.

Top Priority Staffing Needs --

The number of Fire and EMS personnel is down with members working out of town or having 2nd jobs to help pay living expenses and state and federal training demands. We currently do not have any new members in school or pending applications for Fire & EMS positions.

It was stated in the beginning members get \$15.00 per call. A lot of Fire Departments pay by the hour and not per call.

Currently tax payers fund wages, officer pay and full time staffing. 5 years ago \$20,000 of Firefighter pay was given back (taken out of the budget). That \$20,000 has to come out of EMS revenues, which has depleted fund by \$100,000. That fund is very low at present and was originally created for funding EMS staffing not fire call pay. We are down 60 EMS runs from last year.

Officer responsibilities will be submitted at a later date.