



MINUTES
COMMITTEE #1
REVENUES, DISBURSEMENTS, WATER AND WASTEWATER
May 14, 2014

Committee #1 - Revenues, Disbursements, Water and Wastewater met on Wednesday, May 14, 2014 at 10:30 AM in the Council Chambers, City Hall, 30 West Central Street, Chippewa Falls, WI.

Council/Committee Members present: George Adrian, Amy Mason, Rob Kiefer, Bill Hicks, Mayor Hoffman.

Others present: Finance Mgr/Treasurer Lynne Bauer, Fire Chief Mike Hepfler, Utility Office Manager Connie Freagon, Parks & Recreation Director Dick Hebert, Assistant City Engineer Matt Decur.

Call to Order: 10:32 AM

Items of business to be discussed or acted upon at this meeting are shown on the attached agenda below:

- 1. Discuss use of proceeds from the sale of Fire Department snorkel truck and equipment. Possible recommendations to the Council.**

Fire Chief Mike Hepfler asked to use proceeds of \$17,500 from the sale of the snorkel truck to replace firefighter turnout gear. According to NFPA standards, protective equipment should be retired 10 years after its manufacture or ensemble date. The estimated cost per set is \$1500 and \$2000. He would like to replace 5-6 sets this year and the rest next year.

He is also requesting to use proceeds of approximately \$2,715 from the sale of old fire department hoses and equipment for the replacement of nozzles and appliances on the new ladder truck.

Motion by Mason/Kiefer to recommend the Council approve using proceeds from the sale of the ladder truck for replacement of turnout gear in 2014 and 2015 and to use proceeds from the sale of fire department hoses/equipment for the replacement of nozzles and appliances on the new ladder truck. **All present voted aye. Motion carried.**

- 2. Discuss employee reimbursement for safety shoes. Possible recommendation to the Council.**

The Committee discussed the issue of safety shoe reimbursement for seasonal and

permanent employees. Currently seasonal employees do not receive reimbursement but permanent city employees receive \$45.00 per year. In order to ensure worker safety the City Safety Committee and the City's worker's compensation carrier are recommending safety boots for seasonal workers and continuation of safety boots for current employees. Suggestions included \$25 or \$50 for seasonal and up to \$100 for permanent employees. Reimbursement would be made after receipt of proof of purchase. For seasonal workers, the reimbursement would occur after they worked the entire season. The 2014 Budgets should be able to absorb the increase in cost. The shoe reimbursement policy will also be discussed at an upcoming personnel committee meeting.

Motion by Adrian/Mason to recommend the Council approve funding from the 2014 Budgets for the reimbursement of up to \$50 for seasonal employees and up to \$100 for permanent employees for the purchase of required safety boots. **All present voted aye. Motion carried.**

3. Update on 2014 borrowing process.

Finance Manager Bauer gave a brief update on the 2014 borrowing process presented in April by Brian Reilly from Ehlers. Initial resolutions will be included on the May 20th City Council agenda. The amount for street and development projects will be less than the "not-to-exceed" amount of \$2,151,543 approved by the Committee on April 14. One change noted was that City Planner Jayson Smith is going to try to obtain grant monies for the parking lot improvements initially included in the bond amount. The estimated \$400,000 cost was removed but replaced with an approximate \$300,000 that will be needed in 2014 for costs associated with the demolition of the Plaza Building.

No action taken.

4. Adjournment

Motion by Mason/Kiefer to adjourn at 11:00 AM. **All present voted aye. Motion carried.**

Minutes submitted by:
Lynne Bauer, Finance Manager/Treasurer

Chapter 10 provides information on the retirement and disposition of structural and proximity fire fighting ensembles and ensemble elements. Both structural and proximity fire fighting ensembles and ensemble elements must be retired no more than 10 years from the date of manufacture; however, the radiant reflective outer shell of proximity fire fighting ensemble elements must be replaced at a maximum of every 5 years.

There are several reasons why these ensemble elements are required to be retired 10 years from the date of manufacture. First, since NFPA standards are typically revised every 5 years, the 10-year requirement represents two revision cycles, during which time there could be significant advances in personal protective equipment design and manufacture. Currently, there are no scientifically validated test methods available that would support a change to the 10-year requirement. Finally, the 10-year requirement is unlikely to change due to the absence of any nondestructive tests or evaluations that could conclusively determine the life span of these ensembles or ensemble elements.

Note that *ensemble elements* as defined by this standard are compliant products that provide protection to the upper and lower torso, arms, legs, head, hands, and feet. By this definition, a helmet is an ensemble element, and as such is subject to the 10-year retirement requirement.

10.1 Retirement.

10.1.1* The organization shall develop specific criteria for removal of structural fire fighting ensembles and ensemble elements and proximity fire fighting ensembles and ensemble elements from service, which includes, but is not limited to, issues that are specific to the ensembles or ensemble elements being used by the organization, the manufacturer's instructions, and the experience of the organization.

10.1.2* Structural fire fighting ensembles and ensemble elements shall be retired in accordance with 10.2.1 or 10.2.2, no more than 10 years from the date the ensembles or ensemble elements were manufactured. Anecdotal evidence reported by members of the Technical Committee on Structural Fire Fighting and Proximity Fire Fighting Protective Clothing and Equipment indicates that in general, the life span of a turnout suit is less than 10 years. Regardless of when the suit was manufactured, routine inspection is critical to ensure that the suit is clean and well-maintained and affords the required protection to the wearer.

10.1.3 Proximity fire fighting ensembles and ensemble elements shall be retired in accordance with 10.2.1 or 10.2.2, no more than 10 years from the date the ensembles or ensemble elements were manufactured.

10.1.3.1* In all cases, the radiant reflective outer shell shall be replaced at a maximum of 5 years.

10.1.4* Structural fire fighting ensembles and ensemble elements and proximity fire fighting ensembles and ensemble elements that are worn or damaged to the extent that the organization deems it not possible or cost effective to repair them shall be retired in accordance with 10.2.1.

10.1.5* Structural fire fighting ensembles and ensemble elements and proximity fire fighting ensembles and ensemble elements that were not in compliance with the edition of the applicable NFPA standard that was current when the ensembles and ensemble elements were manufactured shall be retired in accordance with 10.2.1.

10.1.6 Structural fire fighting ensembles and ensemble elements and proximity fire fighting ensembles and ensemble elements that are contaminated to the extent that the organization deems it not possible or cost effective to decontaminate them shall be retired in accordance with 10.2.1.

10.1.7 Structural fire fighting ensembles and ensemble elements and proximity fire fighting ensembles and ensemble elements that are contaminated by CBRN terrorism agents shall be immediately retired as specified in 10.2.1 after confirmed exposure and shall not be reused.

10.1.8* Structural fire fighting ensembles and ensemble elements and proximity fire fighting ensembles and ensemble elements that are no longer of use to the organization for emergency operations service but are not contaminated, defective, or damaged shall be retired in accordance with 10.2.1 or 10.2.2.

10.2 Disposition of Retired Elements.

10.2.1 Retired structural fire fighting ensembles and ensemble elements and proximity fire fighting ensembles and ensemble elements shall be destroyed or disposed of in a manner ensuring that they will not be used in any fire fighting or emergency activities, including live fire training.

10.2.2 Retired structural fire fighting ensembles and ensemble elements and proximity fire fighting ensembles and ensemble elements as determined in 10.1.6 shall be permitted to be used as follows:

- (1) For training that does not involve live fire, provided the ensembles and ensemble elements are appropriately marked as being for non-live fire training only
- (2) As determined by the organization

If structural or proximity fire fighting ensembles or ensemble elements are retired according to the requirements of this chapter, they are permitted to be used for training as long as that training does not involve live fire and they are appropriately marked as being for non-live training only, as well as for other uses as may be determined by the organization.

10.3 Special Incident Procedure.

10.3.1* The organization shall have procedures for the handling and custody of structural fire fighting ensembles and ensemble elements and proximity fire fighting ensembles and ensemble elements that were worn by fire fighters who were victims at incidents where serious injuries or fatalities to the fire fighters occurred.

10.3.2 In the absence of any other prevailing rules of evidence, the organization's procedures shall include at least the following:

- (1) Provisions shall be made for the immediate removal from service and preservation of all structural fire fighting ensembles and ensemble elements and proximity fire fighting ensembles and ensemble elements utilized by the injured or deceased fire fighter.
- (2) Custody of such ensembles and ensemble elements shall be maintained at a secure location with controlled, documented access.
- (3) All such structural fire fighting ensembles and ensemble elements and proximity fire fighting ensembles and ensemble elements shall be nondestructively tagged and stored only in paper or cardboard containers to prevent further degradation or damage. Plastic or airtight containers shall not be used.
- (4) Examination of the structural fire fighting ensembles and ensemble elements and proximity fire fighting ensembles and ensemble elements shall be made by qualified members of the organization or by outside experts to determine the condition thereof.

4/29/2014

Purchase Orders

EOG RESOURCES
1400 HALBLEIB ROAD

CHIPPEWA FALLS WI 54729
USA
Telephone No. 715-738-3906
Ext.
Fax 715-720-7139

Purchasing Center CHIPPEWA
PO No. 1404130
Release No. 0
Order Date 4/29/2014
Request Status
Revision No. 0.00

VENDOR CH100550
CHIPPEWA FALLS, CITY OF
30 W. CENTRAL STREET

SHIP TO THOMAS NORGAARD
1400 HALBLEIB ROAD

CHIPPEWA FALLS WI 54729
USA
Contact MICHAEL HEPPLER
Telephone No.
Ext.
Fax

CHIPPEWA FALLS WI 54729
USA
Telephone No. 715-738-3906

INVOICE TO CARRIE NIELSEN
1400 HALBLEIB ROAD

CONFIRM TO THOMAS NORGAARD
1400 HALBLEIB ROAD

CHIPPEWA FALLS WI 54729
USA

CHIPPEWA FALLS WI 54729
USA

Freight Terms
Ship Via
Freight Carrier

Payment Terms
Shipping Terms

Item	Qty	Item No./Service Code	Vendor's Item No.	Receive To ID	Unit Cost	Total Cost
	Unit	Cost Center	Description		\$	\$
	Due Date	Account Code	Specifications			
1	6.00	HOSE		15539		
	4/30/2014	15539 811-021	HOSE, FIRE, 4" X 100 FT		265.00	1,590.00
2	2.00	NOZZLE		15539		
	4/30/2014	15539 811-021	1-1/2" TPT NOZZLE		562.50	1,125.00

Approval *[Signature]* Date 4/29/14

Subtotal	\$	2,715.00
Tax Charge	\$	0.00
Shipping	\$	0.00
Misc.	\$	0.00
Order Total	\$	2,715.00

CHIPPEWA FALLS FIRE & EMERGENCY SERVICES

FIREFIGHTER TURNOUT GEAR (currently worn by Dept. personnel)

(updated 05/01/2013)

2000

Manufacture Date	Personnel	Turnout Coat Size Chest - Length - Sleeve			Turnout Pant Size Waist - Inseam	Notes
08/28/2000	Josh Pekol	46 - 32Regular				(old Joe See)

2005

07/29/2005	Dan Boos	48	30/36	35	40W - 32	
07/29/2005	John Bowe	44	30/36	35	40W - 30	
07/29/2005	Tony Bowe	46	31/37	34	40W - 30	
07/29/2005	Lee Douglas	44	34/40	36	40W - 32	
07/29/2005	Chuck Goettl	46	32/38	37	42W - 34	
07/29/2005	Mike Hepfler	46	31/37	36	38W - 32	
- 07/29/2005	Bruce Krejci	44	30/36	35	38W - 32	
- 07/29/2005	Tom Larson	42	29/35	33		
07/29/2005	Dan Loschko	50	31/37	36	44W - 35	
07/29/2005	Kyle Schimmel	46	29/35	35.5	42W - 31	
- 07/29/2005	Bill Schulz	40	30/36	34	36W - 31	
07/29/2005	Jim Spaeth	50	32/38	36.5	46W - 32	
07/29/2005	Jason Thom	46	30/36	38	44W - 35	
- 07/29/2005	Keith Ziehr	46	31/37	37	40W - 34	
10/31/2005	Tom Larson				40W - 31	
* 10/31/2005	Josh Pekol (old Dan Meagher)				42W - 31	(old Dan Meagher)

2006

02/08/2006	Chad Schara	46	33/39	37.5		
12/22/2006	Nate Martell				38W - 31	

2007

1 03/13/2007	Chad Schara				42W-35	
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2009

1 02/25/2009	Nate Martell	44	28/34	32		
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2010

04/14/2010	Justus Busse	44	31/37	35	38W - 30	
2 07/15/2010	Dr. Erik Dickson	38	26/32	32	34W - 29	(old Renee Dillenbeck)
11/02/2010	Greg Bowe	46	30/36	34	42W - 31	

2011

04/14/2011	Kevin Blaine	46	31/37	33.5	40W - 30	
1 09/26/2011	Karl Johnson	44	28/34	31.5	38W - 30	

2013

04/09/2013	Ryan Begley	40	30/36	34	38W - 31	
3 - 04/09/2013	Gary Bell	48	30/36	35	44W - 33	
- 04/09/2013	Trevor Weiland	50	31/37	35	42W - 33	

6 years
8

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CHIPPEWA FALLS FIRE & EMERGENCY SERVICES

SPARE USED TURNOUT COATS

Manufacture Date	Turnout Coat Size Chest - Length - Sleeve	Previous Personnel	Mfg.	Condition
??	44 - 29		Janesville	Poor
04/1994	48 - 32	Loschko	Janesville	Poor
04/1994	44 - 32		Janesville	Poor
04/1994	??	Taylor	Janesville	Poor
04/1994	44 - 32	Krejci	Janesville	Poor
10/04/1994	??	Schimmel	Janesville	Poor
01/1995	38 - 32	Larson	Janesville	Poor
02/1995	42 - 32		Janesville	Poor
03/1995	46 - 32	Schulz	Janesville	Poor
03/1995	44 - 32	Pederson	Janesville	Poor
03/1995	48 - 32	Leahy	Janesville	Poor
03/27/1995	48 - 32	Goettl	Janesville	Poor
03/27/1995	??	Thom	Janesville	Poor
03/27/1995	46 - 32		Janesville	Poor
04/28/1997	44 - 32	Missfeldt	Janesville	Poor
02/26/1998	48 - 32	T.Bowe	Janesville	Poor
01/10/2001	44 - 32		Janesville	Poor
03/01/2004	44 - 32/38 - 36	Douglas	Morning Pride	Good
03/01/2004	48 - 31/37 - 37	Weiland	Morning Pride	Poor
03/01/2004	36 - 30/36 - 34.5	Bell/Leahy	Morning Pride	Fair
07/29/2005	46 - 30/36 - 34		Morning Pride	Good
07/29/2005	40 - 30/36 - 35	Taylor	Morning Pride	Good
07/29/2005	46 - 29/35 - 34	Meagher	Morning Pride	Good
07/29/2005	44 - 32/38 - 34.5	See	Morning Pride	Good
02/08/2006	40 - 31/37 - 34.5			

Plus additional 13 pair of turnout coats currently being used by Citizen's Academy

SPARE USED TURNOUT PANTS

<u>Manufacture Date</u>	<u>Turnout Pant Size</u> Waist - Inseam	<u>Previous Personnel</u>	<u>Mfg.</u>	<u>Condition</u>
02/1992	42 x 30		Janesville	Poor
10/1994	38L	Schimmel	Janesville	Poor
10/1994	36R		Janesville	Poor
10/1994	36S	J.Bowe	Janesville	Poor
10/1994	36R	Thom	Janesville	Poor
10/1994	36R	Vajgrt	Janesville	Poor
11/1994	32R		Janesville	Poor
01/1995	38R	Weiland	Janesville	Poor
01/1995	34R	Przybylski	Janesville	Poor
01/1995	40R	Goettl	Janesville	Poor
02/1995	40R	Thom	Janesville	Poor
02/1995	38R	Meagher	Janesville	Poor
03/1995	36R	Jerrett	Janesville	Poor
03/1995	40R	Pederson	Janesville	Poor
03/1995	38R	Leahy	Janesville	Fair
06/1996	40L	Loschko	Janesville	Poor
04/07/1999	44R	Pederson	Janesville	Fair
02/27/1998	36R	Douglas	Janesville	Poor
01/2001	38R		Janesville	Poor
07/03/2003	40W - 29		Morning Pride	Good
03/2004	42W - 32	Douglas	Janesville	Poor
03/01/2004	44W - 34	Weiland	Morning Pride	Poor
07/29/2005	40W - 32	See	Morning Pride	Fair
07/29/2005	36W - 31	Taylor	Morning Pride	Fair

Plus additional 13 pair of turnout pants currently being used by Citizen's Academy

the department head of the department which is responsible for the subject to be discussed. The parties are encouraged to utilize open forums of communication to assist in establishing meaningful labor/management relations and to promote safe and efficient means of operations.

ARTICLE 25 - SAFETY SHOES

General
The City shall reimburse up to \$45.00 annually towards the purchase of safety shoes to all employees in this bargaining unit, except for employees of City hall, clerical employees, lab technicians and lab helpers. Such reimbursement shall be made upon proof of purchase being submitted by the employee to the City. Any employee so designated is required to wear safety shoes while working.

ARTICLE 26 - JURY DUTY

An employee called for jury duty shall notify his/her supervisor as soon thereafter as reasonably possible. Upon such prior notice, the employee will be granted a paid leave of absence of up to three (3) weeks for scheduled time required to be lost as a result of such jury duty based on the employee's regular hourly rate, less the amount received for jury duty. The employee shall be required to report for all scheduled hours of work after jury duty with which the jury duty assignment does not conflict; provided, however, that in the event a shift employee working other than the day shift is selected to serve on a jury, he/she and his/her supervisor shall agree as to which scheduled shift shall be related to which day of jury duty.

ARTICLE 27 - MANAGEMENT RIGHTS

The City possesses the sole right to operate City government and all management rights repose in it, subject only to the provisions of this contract and applicable law. The rights include, but are not limited to the following:

1. To establish all operations of City government;
2. To establish reasonable work rules;
3. To hire, promote, schedule and assign employees;
4. To suspend, discharge and take other disciplinary action against employees for just cause;
5. To relieve employees from their duties because of lack of work or funds;
6. To maintain efficiency of City operations;
7. To introduce new or improved methods or facilities or to change existing methods or facilities;

4. The purpose of the meeting shall not be for discussion of Union grievance or negotiations, but to cover those areas of general working operations, safety and procedures of general interest to the City and its employees.
5. The topics discussed and the conclusions or results reached during such meetings shall be drawn up and posted for review by all employees if considered of general interest and importance to employees.

Further, the Union may make written request for meetings addressed to the City Council Personnel Committee and the department head involved. The request for a meeting shall set forth the subject to be discussed to enable the parties to adequately prepare for the meeting. The meeting shall be attended by a Union representative, representatives of the City Council Personnel Committee, and the department head of the department which is responsible for the subject to be discussed. The parties are encouraged to utilize open forums of communication to assist in establishing meaningful labor-management relations and to promote safe and efficient means of operations.

ARTICLE 23 - CLOTHING

P.R.
Section 1. The City shall furnish three (3) uniforms per week for all non-clerical employees. The City will be responsible for the laundering, maintaining and replacement of the uniforms.

Section 2. The City shall reimburse up to \$45.00 annually towards the purchase of safety shoes for all non-clerical employees. Such reimbursement shall be made upon proof of purchase being submitted by the employee to the City. Any employee so designated is required to wear safety shoes while working.

ARTICLE 24 - JURY DUTY

Section 1. An employee called for jury duty shall notify his/her supervisor as soon thereafter as reasonably possible. Upon such prior notice, the employee will be granted a paid leave of absence of up to three (3) weeks for scheduled time required to be lost as a result of such jury duty based on the employee's regular hourly rate, less the amount received for jury duty. The employee shall be required to report for all scheduled hours of work after jury duty assignment does not conflict.

ARTICLE 25 - MANAGEMENT RIGHTS

Section 1. The City possesses the sole right to operate City government and all management rights repose in it, subject only to the provisions of this contract and applicable law. The rights include but are not limited to the following:

1. To establish all operations of City government;