

VILLAGE BOARD AGENDA
MONDAY, APRIL 8, 2024 ▪ 6:30 PM
BOARD ROOM, MUNICIPAL BUILDING, 210 COTTONWOOD

Call to Order

Roll Call

Pledge of Allegiance – Trustee Wallschlager

Public Comments: Please be advised the Village Board will receive comments from the public related to any item(s) for a three-minute time period per person, with time extensions per the Village President’s discretion. This meeting will be recorded and will be available online through the Village’s website.

1. Consideration of Village Board minutes of March 25, 2024.
2. Items related to vouchers
 - a. Consideration of vouchers for payment in the amount of \$ 732,634.41.
3. Actions related to Licenses and Permits
 - a. Operator license – Micah Landcaster
4. Discussion and consideration to award contract for the salt dome repair to Structurewerks
5. Discussion and consideration of SCIT Agreements
 - a. Mutual Aid Agreement with SCIT and Brookfield Fire Department
 - b. Mutual Aid Agreement with SCIT and Lake Country Fire Department
 - c. SCIT Mutual Aid Agreement – 9 Agencies
6. Presentation of Fire Strategic Plan by Five Bugle Training & Consulting, LLC
7. Announcements: The following individuals will be given an opportunity to make announcements at the meeting in regard to (1) activities taken since the previous meeting on behalf of the community, (2) future municipal activities, and (3) communications received from citizens. It is not contemplated that these matters will be discussed or acted upon. The following individuals may provide announcements: Village President or individual Village Board members or Village Administrator or other Village Staff members.
8. Adjournment.

Ryan Bailey, Village Manager

Notice: Please note that upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, contact Sandee Policello, Village Clerk, at 262-367-2714. The Municipal Building is handicap accessible. To participate via Zoom in the Village of Hartland Board meeting, please dial 1 (312) 626-6799. The meeting ID is: 898 4062 3011 Passcode: 985444 Or participate online:
<https://us02web.zoom.us/j/89840623011?pwd=VGZJVGNkd0dJZXIKbmJKYlVqcVpwZz09>

**VILLAGE OF HARTLAND
VILLAGE BOARD MINUTES
MONDAY, MARCH 25, 2024 • 6:30 PM
BOARD ROOM, MUNICIPAL BUILDING, 210 COTTONWOOD**

The Village President called the meeting to order at 6:30 pm

Present: President Pfannerstill, Trustees Pfeiffer, Wallschlager, Conner, Hallquist

Excused: Trustee Truttschel, Trustee de Boer, Village Manager Bailey

Others Present: Clerk Policello, Police Chief Misko, Fire Chief Jambretz, DPW Director Felkner, DPW Operations Leadman Jenson, DPW Supervisor Jungbluth

Pledge of Allegiance – President Pfannerstill

Public Comments: Please be advised the Village Board will receive comments from the public related to any item(s) for a three-minute time period per person, with time extensions per the Village President's discretion. This meeting will be recorded and will be available online through the Village's website.

1. Consideration of Village Board minutes of March 11, 2024.

Motion (Conner/Wallschlager) to approve the March 11, 2024 minutes. All were in favor, **motion carried.**

2. Items related to vouchers

- a. Consideration of vouchers for payment in the amount of \$ 76,574.94

Motion (Wallschlager/Pfeiffer) to approve vouchers in the amount of \$ 76,574.94. All were in favor, **motion carried.**

3. Actions related to Licenses and Permits

- a. Consideration of Special Class B Application – Hartland Chamber of Commerce, Street Dance, July 20, 2024.

Motion (Wallschlager/Hallquist) to approve Special Class B Application by Hartland Chamber of Commerce for Street Dance, July 20, 2024. All were in favor, **motion carried.**

4. Consideration of an Extraterritorial Certified Survey Map for the Eskau property, 513 Memory Lane, Hartland.

DPW Director Felkner said that several property owners in Bristlecone Pines have purchased adjacent lots. Those property owners were directed to abandon the waterline from the water main to the second parcel. He doesn't have a problem with the lots being combined. Today's cost would be \$6,000 - \$8,000 to have this done. At the Plan Commission meeting it was stated that the property owner would have to cover that cost.

Motion (Conner/ Pfeiffer) to approve the Extraterritorial Certified Survey Map for the Eskau property, 513 Memory Lane, Hartland for the combining of the lots 1 and 2 with the stipulation that the property owner would need to abandon the second water line at the main and incur all costs associated with that process and getting approval from DPW that it was done prior to finalizing the combined lots.

President Pfannerstill confirmed that until the second waterline is removed and inspected and complete, the combining of the lots would not be eligible to be finalized.

Trustee Wallschlager thinks it is worth more to the owner as it is now without combining the parcels and there would be a cost incurred by the owner.

Trustee Hallquist asked what the difference in tax would be on two parcels as compared to one parcel. Pfannerstill said he is not an assessor, but he can't imagine that a parcel that has water ready to hook up that all of a sudden no longer has water ready to hook up, would be as valuable as its current state. Hallquist said according to the Plan Commission meeting, the owner wanted to control the view.

Vote: 6 - Aye, 1 - Nay – Wallschlager, **motion carried.**

5. Review and consideration of a request for Conditional Use Permit and Business Occupancy for ib26LLC, 704-706 Rose Drive.

Motion (Hallquist/Wallschlager) to approve request for Conditional Use Permit and Business Occupancy for ib26LLC, 704-706 Rose Drive.

Trustee Hallquist said the only possible issue that came up at Plan Commission was parking. This is more of a situation where parents will be dropping kids off and not staying for the session.

All were in favor, **motion carried.**

6. Presentation of the 2023 MS4 Report
DPW Director Felkner presented the information in the report. It is required for all government entities by the State of Wisconsin DNR under Code NR 216.07. This is the storm water permit for municipalities that have to report and track what is being discharged from the storm sewer into the waterways. It also tracks inspection of outfalls in ponds.
7. Fire Department Annual Report
Fire Chief Jambretz presented the 2023 Annual Report. There were 1089 calls for service in 2023. 906 were EMS calls in the Village of Hartland, 78 EMS calls were in the Village of Merton. There were 183 fire calls in the Village of Hartland and 22 fire calls were in the Village of Merton. It is their third year over a thousand calls.

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Regarding ambulance billing, 89.8% of payments are received with the first billing. Payments requiring soft collections and hard collections cost the Village money. Medicare and Medicaid reports are in compliance.

2023 2% dues requirements were met to qualify for receipt of \$67,661.83 for the Village of Hartland; Town of Merton funds received were \$12,036.68 for a total of \$79,698.51.

2023 Certifications Achieved were reviewed; there were two promotions, Lieutenant Goodluck and Lieutenant Pabelick. DC Sharp received his associate degree as a paramedic technician and there were three new emergency services instructors. On September 16th there was a swearing in ceremony.

Med 43 ambulance was put into service July 2023. The old ambulance and two other pieces of equipment were sold.

A Strategic Plan for the Fire Department is in process by Five Bugle.

Two full time persons were approved in November 2023 and started in January 2024.

Several large response incidents were reviewed. The department held 32 fire prevention classes for over 764 students.

Training for new hires includes weekend orientation. A number of extrication training exercises were held this year.

Barkriver Explorers is for high school students and includes one dual enrollment student in WCTC.

The department flew their flag for Operation Homeless Veterans. They participate in the Hartland Hometown Celebration, pancake breakfast, food collection for the holidays and participate in the annual tree lighting.

Trustee Hallquist asked where the practice burns take place; Chief Jambretz said the DPW grounds are used for the burns. He will notify Hallquist when they take place in the future.

8. Announcements

Chief Jambretz said staff has been meeting with architects and engineers with a few more meetings to come. Call volume is steady. The two new members are working out very well.

Police Chief Misko said we have been meeting with architects and information will be brought back to the Board in a couple weeks. The County dispatch move to the cloud has had a hiccup and will hopefully take place in the next couple weeks.

New officer Taylor Weiss is doing phenomenal. With the hire of Officer Southern they are fully staffed.

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DPW Operations Leadman Jenson said ground penetrating radar was completed at the cemetery. Reukert & Mielke has flown a drone to overlay that footage on the GIS system. They are going through the interview process with a few candidates for their department.

DPW Supervisor Jungbluth said last week they received a new plow truck chassis that was on order for over a year; they will start working on the equipment for it in Madison. We will get rid of a truck once we receive it.

President Pfannerstill said it is his son's 19th birthday.

9. Adjournment

Motion (Pfeiffer/Conner) to adjourn the meeting at 7: 19 pm.

Respectfully submitted,

Sandee Policello
Village Clerk

To: Village President & Board of Trustees
From: Tonia Smith, Fiscal Clerk
Date: April 3, 2024
RE: Voucher List

Attached is the voucher list for the
April 8, 2024 Village Board Meeting

April 8, 2024 Checks:	\$ 477,778.23
March Manual Checks:	<u>\$ 28,332.61</u>
Subtotal of Checks:	\$ 506,110.84
 March Wires	 <u>\$ 203,994.44</u>
 March Credit Credit Cards	 <u>\$ 22,529.13</u>
 Total Amount of all Checks, Wires, and Credit Cards	 <u><u>\$ 732,634.41</u></u>

VILLAGE OF HARTLAND
VOUCHER LIST- APRIL 8, 2024

Account Descr	Search Name	Comments	Amount
G 204-23400 DEPOSITS DUE TO DEL-HART	DELAFIELD-HARTLAND WATER	CONNECTION CHARGES	\$20,532.00
G 101-21550 UNION DUES DEDUCTIONS PAYABLE	HARTLAND PROFESSIONAL POLICE	HPPA DUES	\$476.00
			<u>\$21,008.00</u>
AMBULANCE			
E 101-52300-300 OPERATING SUPPLIES/EXPENSES	AIRGAS USA LLC	OXYGEN CYLINDER	\$59.61
E 101-52300-300 OPERATING SUPPLIES/EXPENSES	HENRY SCHEIN INC.	VARIOUS MEDICAL SUPPLIES	\$282.36
E 101-52300-290 OUTSIDE SERVICES/CONTRACTS	ONTECH SYSTEMS, INC	IT SEVICES	\$56.25
E 101-52300-360 VEHICLE MAINT/EXPENSE	QUICK LANE	OIL CHANGE	\$77.95
E 101-52300-800 CAPITAL OUTLAY	STRYKER SALES	NEW LUCAS DEVICE	\$18,258.94
			<u>\$18,735.11</u>
AMBULANCE			
CABLE TELEVISION			
E 101-55370-300 OPERATING SUPPLIES/EXPENSES	FULL COMPASS SYSTEMS LTD	MACBOOK/ KEYBOARD/ DRIVE	\$1,535.62
CABLE TELEVISION			<u>\$1,535.62</u>
CEMETERY GROUND PENETRATING RA			
E 401-79178-285 CONSTRUCTION COSTS	GEOMODEL	GROUND PENETRATING RADAR FOR CEMETERY	\$10,800.00
CEMETERY GROUND PENETRATING RA			<u>\$10,800.00</u>
ECONOMIC DEVELOPMENT			
E 804-56700-734 ANNUAL AUDIT	BAKER TILLY	PROGRESS BILLING AUDIT AND TID 5	\$1,280.00
E 804-56700-724 WEB SITE HOSTING & MAINT	CYBERLYNK	WEBSITE HOSTING	\$39.98
E 804-56700-732 GENERAL OPERATION OVERSIGHT	ONTECH SYSTEMS, INC	OFFICE 365 LICENSES	\$12.50
ECONOMIC DEVELOPMENT			<u>\$1,332.48</u>
FINANCIAL ADMINISTRATION			
E 101-51500-540 AUDITING/ACCOUNTING	BAKER TILLY	PROGRESS BILLING AUDIT AND TID 5	\$2,010.00
E 101-51500-500 PROPERTY ASSESSMENT	CATALIS TAX & CAMA INC	ASSESSMENT SERVICES FEBRUARY	\$4,587.50
E 101-51500-500 PROPERTY ASSESSMENT	CATALIS TAX & CAMA INC	ASSESSMENT SERVICES MARCH	\$4,587.50
E 101-51500-500 PROPERTY ASSESSMENT	CATALIS TAX & CAMA INC	ASSESSMENT SERVICES JANUARY	\$4,587.50
E 101-51500-500 PROPERTY ASSESSMENT	CATALIS TAX & CAMA INC	ASSESSMENT SERVICES APRIL	\$4,587.50
E 101-51500-290 OUTSIDE SERVICES/CONTRACTS	DIVERSIFIED BENEFIT SERVICES	APRIL HRA FEES	\$181.38
E 101-51500-510 INSURANCES	MPIC	PROPERTY INSURANCE	\$41,615.00
E 101-51500-290 OUTSIDE SERVICES/CONTRACTS	ONTECH SYSTEMS, INC	OFFICE 365 LICENSES	\$62.85
E 101-51500-290 OUTSIDE SERVICES/CONTRACTS	ONTECH SYSTEMS, INC	AGREEMENT DUA MFA	\$83.34
E 101-51500-290 OUTSIDE SERVICES/CONTRACTS	ONTECH SYSTEMS, INC	IT SEVICES	\$1,031.82
E 101-51500-290 OUTSIDE SERVICES/CONTRACTS	ONTECH SYSTEMS, INC	FORTIFY ENDPOINT & MONTHLY SITE FEE	\$47.95
E 101-51500-510 INSURANCES	R&R INSURANCE SERVICES INC	RENEW ANNUAL POLICY AND CYBER	\$55,571.00
E 101-51500-510 INSURANCES	R&R INSURANCE SERVICES INC	RENEW WORKS COMP POLICY	\$45,217.00

Account Descr	Search Name	Comments	Amount
FINANCIAL ADMINISTRATION			\$164,170.34
FIRE PROTECTION			
E 101-52200-220 UTILITY SERVICES	HARTLAND WATER & SEWER	WATER UTILITY	\$131.37
E 101-52200-220 UTILITY SERVICES	HARTLAND WATER & SEWER	WATER UTILITY	\$243.70
E 101-52200-300 OPERATING SUPPLIES/EXPENSES	MACQUEEN EMERGENCY	FIT TEST	\$45.00
E 101-52200-290 OUTSIDE SERVICES/CONTRACTS	ONTECH SYSTEMS, INC	IT SEVICES	\$56.25
E 101-52200-300 OPERATING SUPPLIES/EXPENSES	ONTECH SYSTEMS, INC	FORTIFY ENDPOINT & MONTHLY SITE FEE	\$159.85
E 101-52200-300 OPERATING SUPPLIES/EXPENSES	ONTECH SYSTEMS, INC	OFFICE 365 LICENSES	\$162.50
E 101-52200-255 BLDGS/GROUNDS	WIL-KIL	PEST CONTROL	\$73.90
FIRE PROTECTION			\$872.57
GENERAL ADMINISTRATION			
E 101-51400-290 OUTSIDE SERVICES/CONTRACTS	CIVIC PLUS	MINICODE PAGES	\$3,425.40
E 101-51400-300 OPERATING SUPPLIES/EXPENSES	ONTECH SYSTEMS, INC	FORTIFY ENDPOINT & MONTHLY SITE FEE	\$31.97
E 101-51400-300 OPERATING SUPPLIES/EXPENSES	ONTECH SYSTEMS, INC	OFFICE 365 LICENSES	\$54.00
E 101-51400-290 OUTSIDE SERVICES/CONTRACTS	PROSHRED SECURITY	SHREDDING SERVICES	\$56.77
E 101-51400-210 LEGAL SERVICES	VON BRIESEN & ROPER	LEGAL SERVICES	\$5,071.50
GENERAL ADMINISTRATION			\$8,639.64
INSPECTION			
E 101-52400-300 OPERATING SUPPLIES/EXPENSES	ONTECH SYSTEMS, INC	FORTIFY ENDPOINT & MONTHLY SITE FEE	\$0.00
E 101-52400-300 OPERATING SUPPLIES/EXPENSES	ONTECH SYSTEMS, INC	OFFICE 365 LICENSES	\$12.50
INSPECTION			\$12.50
LAW ENFORCEMENT			
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	EXECU PRINT	BUSINESS CARDS	\$46.00
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	GALLS	GAS MASK CANISTERS	\$415.98
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	GALLS	CAP	\$52.99
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	GALLS	UTIL LONG SLEEVE	\$50.00
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	GALLS	RAIN HOOD	\$18.99
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	GALLS	WHISTLE	\$8.39
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	GALLS	RAIN HOOD	\$18.99
E 101-52100-360 VEHICLE MAINT/EXPENSE	HARTLAND SERVICE INC	SQ# NEW BATTERY	\$295.64
E 101-52100-360 VEHICLE MAINT/EXPENSE	HARTLAND SERVICE INC	SQ#3 TIRE MOUNT	\$49.92
E 101-52100-360 VEHICLE MAINT/EXPENSE	HARTLAND SERVICE INC	SQ#2 TIRES AND OIL CHANGE	\$189.78
E 101-52100-360 VEHICLE MAINT/EXPENSE	HARTLAND SERVICE INC	BALANCE TIRES	\$134.58
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	ONTECH SYSTEMS, INC	FORTIFY ENDPOINT & MONTHLY SITE FEE	\$319.70
E 101-52100-290 OUTSIDE SERVICES/CONTRACTS	ONTECH SYSTEMS, INC	IT SEVICES	\$525.00
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	ONTECH SYSTEMS, INC	OFFICE 365 LICENSES	\$270.50
E 101-52100-360 VEHICLE MAINT/EXPENSE	VAN HORN FORD	REAR BRAKES	\$540.00
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	WCTC(BILLING)	DEV SEMINAR	\$210.00
LAW ENFORCEMENT			\$3,146.46

Account Descr	Search Name	Comments	Amount	
LIBRARY				
E 101-55110-310	BOOKS & MATERIALS	GALE/CENGAGE LEARNING	BOOKS	\$49.38
E 101-55110-310	BOOKS & MATERIALS	GALE/CENGAGE LEARNING	BOOKS	\$46.13
E 101-55110-310	BOOKS & MATERIALS	GALE/CENGAGE LEARNING	BOOKS	\$291.73
E 101-55110-310	BOOKS & MATERIALS	GALE/CENGAGE LEARNING	BOOKS	\$25.42
E 101-55110-220	UTILITY SERVICES	HARTLAND WATER & SEWER	WATER UTILITY	\$377.63
E 101-55110-300	OPERATING SUPPLIES/EXPENSES	ONTECH SYSTEMS, INC	FORTIFY ENDPOINT & MONTHLY SITE FEE	\$175.84
E 101-55110-290	OUTSIDE SERVICES/CONTRACTS	ONTECH SYSTEMS, INC	CLOUD BACKUP	\$50.00
E 101-55110-290	OUTSIDE SERVICES/CONTRACTS	ONTECH SYSTEMS, INC	IT SEVICES	\$562.50
E 101-55110-310	BOOKS & MATERIALS	PLAYAWAY PRODUCTS	YOUTH PLAYAWAY DEVICES	\$559.92
E 101-55110-290	OUTSIDE SERVICES/CONTRACTS	RICOH AMERICAS CORP	COPIER SERVICES LIBRARY FLOOR	\$96.01
E 101-55110-290	OUTSIDE SERVICES/CONTRACTS	RICOH AMERICAS CORP	COPIER SERVICES STAFF	\$96.01
				<u>\$2,330.57</u>
LIBRARY				
MUNICIPAL BUILDING				
E 101-51600-255	BLDGS/GROUNDS	BUMPER TO BUMPER	RETAINERS	\$12.78
E 101-51600-255	BLDGS/GROUNDS	CORYS CUSTOM WOOD FLOORS	COMMUNITY CENTER FLOORING	\$1,509.50
E 101-51600-255	BLDGS/GROUNDS	GAPPA SECURITY SOLUTIONS	LOGKS/ KEYS	\$80.12
E 101-51600-220	UTILITY SERVICES	HARTLAND WATER & SEWER	WATER UTILITY	\$502.33
E 101-51600-290	OUTSIDE SERVICES/CONTRACTS	WIL-KIL	PEST CONTROL	\$75.00
				<u>\$2,179.73</u>
MUNICIPAL BUILDING				
NIXON PLAYGROUND EQUIP REPL				
E 401-76050-285	CONSTRUCTION COSTS	LAKE AND POND SOLUTIONS	REPLACEMENT WATER FOUNTAIN	\$13,898.49
				<u>\$13,898.49</u>
NIXON PLAYGROUND EQUIP REPL				
PARKS				
E 101-55200-365	BLDGS/GROUNDS MAINT EXPENSE	BIEBELS TRUE VALUE	CUT GLASS/ CONNECTOR	\$114.07
E 101-55200-365	BLDGS/GROUNDS MAINT EXPENSE	BIEBELS TRUE VALUE	SCRATCHX/ POLISH CREAM	\$21.46
E 101-55200-365	BLDGS/GROUNDS MAINT EXPENSE	HAHN ACE HARDWARE	PLEXIGLASS	\$103.50
E 101-55200-220	UTILITY SERVICES	HARTLAND WATER & SEWER	WATER UTILITY	\$212.06
E 101-55200-220	UTILITY SERVICES	HARTLAND WATER & SEWER	WATER UTILITY	\$127.95
E 101-55200-220	UTILITY SERVICES	HARTLAND WATER & SEWER	WATER UTILITY	\$212.06
E 101-55200-220	UTILITY SERVICES	HARTLAND WATER & SEWER	WATER UTILITY	\$127.95
E 101-55200-220	UTILITY SERVICES	HARTLAND WATER & SEWER	WATER UTILITY	\$340.53
E 101-55200-220	UTILITY SERVICES	HARTLAND WATER & SEWER	WATER UTILITY	\$61.07
E 101-55200-220	UTILITY SERVICES	HARTLAND WATER & SEWER	WATER UTILITY	\$145.18
E 101-55200-220	UTILITY SERVICES	HARTLAND WATER & SEWER	WATER UTILITY	\$127.95
E 101-55200-220	UTILITY SERVICES	HARTLAND WATER & SEWER	WATER UTILITY	\$61.07
E 101-55200-365	BLDGS/GROUNDS MAINT EXPENSE	NORTH WOODS CHEMICAL CORP.	STRIPPER/ SOLVANT/ WAX	\$1,211.73
E 101-55200-365	BLDGS/GROUNDS MAINT EXPENSE	STEEL CLAW INDUSTRIAL COATINGS	PARK COVER POWDER COATING	\$250.00
				<u>\$3,116.58</u>
PARKS				

Account Descr	Search Name	Comments	Amount
PENBROOK PARK BASEBALL FENCE			
E 401-76175-285 CONSTRUCTION COSTS	CENTURY FENCE CO	PENBROOK FENCING	\$56,350.00
PENBROOK PARK BASEBALL FENCE			\$56,350.00
PUBLIC WORKS			
E 101-53000-345 STAFF EDUCATION/TRAINING	BAHR, CORY	REIMBURSEMENT FOR CLASS EXPENSES	\$48.79
E 101-53000-420 STORM SEWER	BIEBELS TRUE VALUE	HD ADHESIVE	\$7.15
E 101-53000-360 VEHICLE MAINT/EXPENSE	BUMPER TO BUMPER	FUEL FILTER	\$18.14
E 101-53000-360 VEHICLE MAINT/EXPENSE	BUMPER TO BUMPER	AIR FILTER	\$36.38
E 101-53000-360 VEHICLE MAINT/EXPENSE	BUMPER TO BUMPER	CLEANER/ WAX	\$200.92
E 101-53000-360 VEHICLE MAINT/EXPENSE	BUMPER TO BUMPER	MECH CREEP	\$139.58
E 101-53000-360 VEHICLE MAINT/EXPENSE	BUMPER TO BUMPER	VARIOUS FILTERS	\$305.60
E 101-53000-360 VEHICLE MAINT/EXPENSE	BUMPER TO BUMPER	VARIOUS FILTERS	\$352.15
E 101-53000-360 VEHICLE MAINT/EXPENSE	BUMPER TO BUMPER	OIL FILTERS	\$82.60
E 101-53000-360 VEHICLE MAINT/EXPENSE	BUMPER TO BUMPER	ZIP TIES	\$256.78
E 101-53000-360 VEHICLE MAINT/EXPENSE	BUMPER TO BUMPER	TOURCH KIT	\$51.39
E 101-53000-360 VEHICLE MAINT/EXPENSE	BUMPER TO BUMPER	CERAMIC WAX	\$39.98
E 101-53000-360 VEHICLE MAINT/EXPENSE	BUMPER TO BUMPER	RAIN X	\$23.96
E 101-53000-365 BLDGS/GROUNDS MAINT EXPENSE	BUMPER TO BUMPER	FLOOR CLEANER/ PROTECT ALL	\$261.48
E 101-53000-360 VEHICLE MAINT/EXPENSE	EH WOLF	PDF FUEL	\$1,120.60
E 101-53000-360 VEHICLE MAINT/EXPENSE	EH WOLF	OIL FOR PLOW TRUCKS	\$1,556.35
E 101-53000-360 VEHICLE MAINT/EXPENSE	EH WOLF	NO LEAD FUEL	\$1,600.77
E 101-53000-220 UTILITY SERVICES	HARTLAND WATER & SEWER	WATER UTILITY	\$384.80
E 101-53000-360 VEHICLE MAINT/EXPENSE	INTERSTATE BATTERIES	BACKHOE BATTERY	\$345.90
E 101-53000-360 VEHICLE MAINT/EXPENSE	INTERSTATE BATTERIES	SAW BATTERY	\$127.95
E 101-53000-360 VEHICLE MAINT/EXPENSE	INTERSTATE BATTERIES	RETURN SAW BATTERY	-\$127.95
E 101-53000-180 OTHER BENEFITS	ITU ABSORBTECH INC	UNIFORM SERVICES	\$107.37
E 101-53000-180 OTHER BENEFITS	ITU ABSORBTECH INC	UNIFORM SERVICES	\$165.32
E 101-53000-360 VEHICLE MAINT/EXPENSE	KAESTNER AUTO ELECTRIC CO	STROBE LIGHT	\$73.11
E 101-53000-360 VEHICLE MAINT/EXPENSE	KIMBALL MIDWEST	RACK/ WIRE/ PAINT	\$438.59
E 101-53000-360 VEHICLE MAINT/EXPENSE	MENARDS- PEWAUKEE	LIGHTS	\$207.38
E 101-53000-360 VEHICLE MAINT/EXPENSE	MENARDS- PEWAUKEE	ADAPTER/ PLUG	\$168.75
E 101-53000-360 VEHICLE MAINT/EXPENSE	MILLER-BRADFORD RISBERG INC	TRANSMISSION SERVICE	\$6,739.74
E 101-53000-420 STORM SEWER	NEENAH FOUNDRY CO	CURB BOX	\$331.00
E 101-53000-300 OPERATING SUPPLIES/EXPENSES	NEUS BUILDING CENTER	SANDER/ PLANER BENCH	\$1,139.99
E 101-53000-350 EQUIPMENT PURCHASE	NEUS BUILDING CENTER	SANDER/ PLANER BENCH	\$1,139.99
E 101-53000-300 OPERATING SUPPLIES/EXPENSES	ONTECH SYSTEMS, INC	FORTIFY ENDPOINT & MONTHLY SITE FEE	\$127.88
E 101-53000-300 OPERATING SUPPLIES/EXPENSES	ONTECH SYSTEMS, INC	OFFICE 365 LICENSES	\$75.00
E 101-53000-365 BLDGS/GROUNDS MAINT EXPENSE	PIONEER SUPPLY LLC	WASTE RECEPTICLE	\$92.00
E 101-53000-360 VEHICLE MAINT/EXPENSE	PROVEN POWER INC	VARIOUS FILTERS	\$415.00
E 101-53000-360 VEHICLE MAINT/EXPENSE	PROVEN POWER INC	VARIOUS FILTERS	\$169.29
E 101-53000-345 STAFF EDUCATION/TRAINING	TRI-COUNTY WATERWORKS ASSOC	4/11/24 MEETING MS/ LJ/ TF/ TK	\$120.00

Account Descr	Search Name	Comments	Amount
E 101-53000-360 VEHICLE MAINT/EXPENSE	TRUCK COUNTRY OF WISCONSIN	AIR DRYER FOR TRUCK 39	\$241.60
PUBLIC WORKS			\$18,585.33
RECREATION PROGRAMS/EVENTS			
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	DUSOLD, CAROL	NIA CLASSES	\$128.00
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	EBERLE, KYLE	FFOA CLASSES	\$672.00
E 101-55300-220 UTILITY SERVICES	HARTLAND WATER & SEWER	WATER UTILITY	\$397.13
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	ITS IN EVERY DETAIL	BARRE CLASSES	\$441.60
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	NELSON BRANDON, LISA	YOGA CLASSES	\$320.00
E 101-55300-300 OPERATING SUPPLIES/EXPENSES	ONTECH SYSTEMS, INC	OFFICE 365 LICENSES	\$26.75
E 101-55300-300 OPERATING SUPPLIES/EXPENSES	ONTECH SYSTEMS, INC	FORTIFY ENDPOINT & MONTHLY SITE FEE	\$23.98
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	SEAT OF THE PANTS PRODUCTIONS	TECH CLASSES	\$68.00
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	SPRECHER, MARIA	QIGONG	\$96.00
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	WEHLAGE, MARY	YOGA CLASSES	\$1,558.40
RECREATION PROGRAMS/EVENTS			\$3,731.86
REFUSE & GARBAGE COLLECTION			
E 201-53620-200 GARBAGE COLLECTION FEES	GFL ENVIRONMENTAL	GARBAGE/RECYCLING COLLECTION FEES	\$45,453.10
REFUSE & GARBAGE COLLECTION			\$45,453.10
SEWER SERVICE			
E 204-53610-290 OUTSIDE SERVICES/CONTRACTS	AMERICAN BUSINESS TECHNOLOGIES	UTILITY BILLING AND MAILING	\$1,256.64
E 204-53610-290 OUTSIDE SERVICES/CONTRACTS	BAKER TILLY	PROGRESS BILLING AUDIT AND TID 5	\$2,050.00
E 204-53610-305 EXPENSES-OTHER	BIEBELS TRUE VALUE	LOCK CONNECTOR	\$2.13
E 204-53610-305 EXPENSES-OTHER	BIEBELS TRUE VALUE	LOCK CONNECTOR	\$2.13
E 204-53610-290 OUTSIDE SERVICES/CONTRACTS	CLEARPATH CONNECTIONS	DOOR SYSTEM AT ARLENE LIFT STATON	\$200.00
E 204-53610-270 TREATMENT EXPENSE	DELAFIELD-HARTLAND WATER	TOTAL USER FEES	\$81,741.01
E 204-53610-290 OUTSIDE SERVICES/CONTRACTS	DIVERSIFIED BENEFIT SERVICES	APRIL HRA FEES	\$27.90
E 204-53610-385 MAINTENANCE-COLLECT EQP PUMP	GRAINGER	STEEL WALL FILE FOR GENERATOR	\$19.88
E 204-53610-300 OPERATING SUPPLIES/EXPENSES	KIMBALL MIDWEST	RACK/ WIRE/ PAINT	\$700.00
E 204-53610-290 OUTSIDE SERVICES/CONTRACTS	ONTECH SYSTEMS, INC	IT SEVICES	\$168.75
E 204-53610-300 OPERATING SUPPLIES/EXPENSES	ONTECH SYSTEMS, INC	FORTIFY ENDPOINT & MONTHLY SITE FEE	\$31.97
E 204-53610-290 OUTSIDE SERVICES/CONTRACTS	ONTECH SYSTEMS, INC	AGREEMENT DUA MFA	\$83.33
E 204-53610-300 OPERATING SUPPLIES/EXPENSES	ONTECH SYSTEMS, INC	OFFICE 365 LICENSES	\$31.25
SEWER SERVICE			\$86,314.99
TIF FUND EXPENSES			
E 215-58300-290 OUTSIDE SERVICES/CONTRACTS	BAKER TILLY	PROGRESS BILLING AUDIT AND TID 5	\$1,000.00
TIF FUND EXPENSES			\$1,000.00
TRUSTEES			
E 101-51100-300 OPERATING SUPPLIES/EXPENSES	ONTECH SYSTEMS, INC	FORTIFY ENDPOINT & MONTHLY SITE FEE	\$111.90
E 101-51100-300 OPERATING SUPPLIES/EXPENSES	ONTECH SYSTEMS, INC	OFFICE 365 LICENSES	\$28.00

Account Descr	Search Name	Comments	Amount
TRUSTEES			\$139.90
UNBUDGETED			
E 401-57300-290 OUTSIDE SERVICES/CONTRACTS	VON BRIESEN & ROPER	LEGAL SERVICES	\$8,694.00
UNBUDGETED			\$8,694.00
WATER UTILITY			
E 620-53700-923 OUTSIDE SERVICES	AMERICAN BUSINESS TECHNOLOGIES	UTILITY BILLING AND MAILING	\$1,256.64
E 620-53700-923 OUTSIDE SERVICES	BADGER METER INC	ORION/BEACON HOSTING	\$275.47
E 620-53700-923 OUTSIDE SERVICES	BAKER TILLY	PROGRESS BILLING AUDIT AND TID 5	\$2,660.00
E 620-53700-923 OUTSIDE SERVICES	DIVERSIFIED BENEFIT SERVICES	APRIL HRA FEES	\$69.76
E 620-53700-923 OUTSIDE SERVICES	HYDROCORP	CROSS CONNECITON PROGRAM	\$1,012.00
E 620-53700-921 OFFICE SUPPLIES & EXPENSES	ONTECH SYSTEMS, INC	FORTIFY ENDPOINT & MONTHLY SITE FEE	\$39.96
E 620-53700-923 OUTSIDE SERVICES	ONTECH SYSTEMS, INC	IT SEVICES	\$168.75
E 620-53700-921 OFFICE SUPPLIES & EXPENSES	ONTECH SYSTEMS, INC	OFFICE 365 LICENSES	\$31.25
E 620-53700-923 OUTSIDE SERVICES	ONTECH SYSTEMS, INC	AGREEMENT DUA MFA	\$83.33
E 620-53700-933 TRANSPORTATION EXPENSES	VAN HORN FORD	TIRE SENSOR KIT	\$133.80
WATER UTILITY			\$5,730.96
			\$477,778.23

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Payments

Current Period: MARCH 2024

Payments Batch MAR24MC

\$28,332.61

Refer	438 ASP WI-LTD	Ck# 009186	3/18/2024		
Cash Payment	E 101-52100-300 OPERATING SUPPLIE	ANNUAL TRAINING CONFERENCE NG			\$230.00
Invoice	HARTLAND MAR	3/18/2024			
Cash Payment	E 101-52100-300 OPERATING SUPPLIE	ANNUAL TRAINING CONFERENCE LJ			\$230.00
Invoice	HARTLAND MAR	3/18/2024			
Transaction Date	3/22/2024	GF Checking	11100	Total	\$460.00
Refer	443 DELTA DENTAL PLAN OF WISCON	Ck# 009189	3/28/2024		
Cash Payment	G 101-21535 VISION INSURANCE	VISION INSURANCE APRIL			\$279.16
Invoice	2125657	3/28/2024			
Transaction Date	3/28/2024	GF Checking	11100	Total	\$279.16
Refer	437 FEI BEHAVIORAL HEALTH INC	Ck# 009184	3/7/2024		
Cash Payment	E 101-51500-290 OUTSIDE SERVICES/C	EMPLOYEE ASSISTANCE			\$3,750.00
Invoice	FEI-IN-100017	1/1/2024			
Transaction Date	3/22/2024	GF Checking	11100	Total	\$3,750.00
Refer	444 PROHEALTH PHARMACY OCON	Ck# 009188	3/26/2024		
Cash Payment	E 101-52300-300 OPERATING SUPPLIE	VARIOUS MEDICATIONS			\$140.07
Invoice	HARTLAND MAR	3/26/2024			
Transaction Date	3/28/2024	GF Checking	11100	Total	\$140.07
Refer	434 WE ENERGIES	Ck# 009185	3/11/2024		
Cash Payment	E 620-53700-622 POWER FOR PUMPIN	ENERGY SERVICES			\$363.13
Invoice	07043187080000	3/1/2024			
Cash Payment	E 620-53700-625 MAINTENANCE OF PU	ENERGY SERVICES			\$16.45
Invoice	07043187080000	3/1/2024			
Cash Payment	E 204-53610-220 UTILITY SERVICES	ENERGY SERVICES			\$11.51
Invoice	07057445820000	3/4/2024			
Cash Payment	E 620-53700-622 POWER FOR PUMPIN	ENERGY SERVICES			\$25.53
Invoice	07043187080000	3/4/2024			
Cash Payment	G 204-34187 FWW LIFT STATION REPL	ENERGY SERVICES			\$111.74
Invoice	07135265610000	3/5/2024			
Cash Payment	E 101-55200-220 UTILITY SERVICES	ENERGY SERVICES			\$21.30
Invoice	07142211370003	3/5/2024			
Cash Payment	E 101-53000-225 STREET LIGHTING	ENERGY SERVICES			\$59.67
Invoice	07142211370003	3/7/2024			
Cash Payment	E 101-55110-220 UTILITY SERVICES	ENERGY SERVICES			\$536.17
Invoice	07097754140000	3/7/2024		Project 0	
Cash Payment	E 101-53000-225 STREET LIGHTING	ENERGY SERVICES			\$111.61
Invoice	07043187080000	3/6/2024			
Cash Payment	E 101-53000-225 STREET LIGHTING	ENERGY SERVICES			\$531.90
Invoice	07043187080000	3/6/2024			
Cash Payment	E 101-53000-225 STREET LIGHTING	ENERGY SERVICES			\$6,987.15
Invoice	07043187080000	3/6/2024			
Cash Payment	E 101-53000-225 STREET LIGHTING	ENERGY SERVICES			\$106.63
Invoice	07061598240000	3/6/2024			
Cash Payment	E 101-53000-225 STREET LIGHTING	ENERGY SERVICES			\$394.71
Invoice	07142211370002	3/6/2024			
Transaction Date	3/19/2024	GF Checking	11100	Total	\$9,277.50
Refer	436 WE ENERGIES	Ck# 009187	3/22/2024		

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Payments

Current Period: MARCH 2024

Cash Payment	E 101-53000-225	STREET LIGHTING	ENERGY SERVICES	\$441.59
Invoice	07043187080000	3/14/2024		
Cash Payment	E 101-55200-220	UTILITY SERVICES	ENERGY SERVICES	\$15.75
Invoice	07043187080001	3/14/2024		
Cash Payment	E 101-53000-225	STREET LIGHTING	ENERGY SERVICES	\$390.32
Invoice	07142211370002	3/18/2024		
Cash Payment	E 620-53700-622	POWER FOR PUMPIN	ENERGY SERVICES	\$1,296.51
Invoice	07043187080000	3/20/2024		
Cash Payment	E 101-51600-220	UTILITY SERVICES	ENERGY SERVICES	\$1,541.85
Invoice	07142211370000	3/20/2024		
Cash Payment	E 101-55110-220	UTILITY SERVICES	ENERGY SERVICES	\$1,691.66
Invoice	07142211370003	3/20/2024		
Cash Payment	E 101-52200-220	UTILITY SERVICES	ENERGY SERVICES	\$80.58
Invoice	07091448580000	3/19/2024		
Cash Payment	E 101-55200-220	UTILITY SERVICES	ENERGY SERVICES	\$59.05
Invoice	07141924550000	3/19/2024		
Cash Payment	E 101-53000-220	UTILITY SERVICES	ENERGY SERVICES	\$609.49
Invoice	07142211370000	3/19/2024		
Cash Payment	E 204-53610-220	UTILITY SERVICES	ENERGY SERVICES	\$50.75
Invoice	07142211370000	3/19/2024		
Cash Payment	E 101-51600-220	UTILITY SERVICES	ENERGY SERVICES	\$442.08
Invoice	07142211370000	3/19/2024		
Cash Payment	E 101-55200-220	UTILITY SERVICES	ENERGY SERVICES	\$66.10
Invoice	07142211370000	3/19/2024		
Cash Payment	E 620-53700-625	MAINTENANCE OF PU	ENERGY SERVICES	\$86.17
Invoice	07142211370000	3/19/2024		
Cash Payment	E 101-55200-220	UTILITY SERVICES	ENERGY SERVICES	\$19.17
Invoice	07142211370000	3/19/2024		
Cash Payment	E 620-53700-622	POWER FOR PUMPIN	ENERGY SERVICES	\$72.08
Invoice	07142211370000	3/19/2024		
Cash Payment	E 101-55200-220	UTILITY SERVICES	ENERGY SERVICES	\$15.75
Invoice	07142211370000	3/19/2024		
Cash Payment	E 101-55200-220	UTILITY SERVICES	ENERGY SERVICES	\$167.33
Invoice	07142211370001	3/19/2024		
Cash Payment	E 620-53700-622	POWER FOR PUMPIN	ENERGY SERVICES	\$61.49
Invoice	07142211370001	3/19/2024		
Cash Payment	E 620-53700-622	POWER FOR PUMPIN	ENERGY SERVICES	\$907.13
Invoice	07142211370001	3/19/2024		
Cash Payment	E 620-53700-625	MAINTENANCE OF PU	ENERGY SERVICES	\$46.60
Invoice	07142211370001	3/19/2024		
Cash Payment	E 101-55200-220	UTILITY SERVICES	ENERGY SERVICES	\$15.75
Invoice	07142211370001	3/19/2024		
Cash Payment	E 204-53610-220	UTILITY SERVICES	ENERGY SERVICES	\$120.25
Invoice	07142211370001	3/19/2024		
Cash Payment	E 101-55200-220	UTILITY SERVICES	ENERGY SERVICES	\$29.59
Invoice	07142211370001	3/19/2024		
Cash Payment	E 101-53000-220	UTILITY SERVICES	ENERGY SERVICES	\$639.61
Invoice	07142211370001	3/19/2024		
Cash Payment	E 101-55200-220	UTILITY SERVICES	ENERGY SERVICES	\$18.98
Invoice	07142211370001	3/19/2024		
Cash Payment	E 101-53000-225	STREET LIGHTING	ENERGY SERVICES	\$101.74
Invoice	07142211370001	3/19/2024		

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Cash Payment	E 204-53610-220	UTILITY SERVICES	ENERGY SERVICES		\$26.98
Invoice	07142211370002	3/19/2024			
Cash Payment	E 204-53610-220	UTILITY SERVICES	ENERGY SERVICES		\$356.01
Invoice	07142211370002	3/19/2024			
Cash Payment	E 620-53700-622	POWER FOR PUMPIN	ENERGY SERVICES		\$1,655.85
Invoice	07142211370002	3/19/2024			
Cash Payment	E 204-53610-220	UTILITY SERVICES	ENERGY SERVICES		\$40.65
Invoice	07142211370002	3/19/2024			
Cash Payment	E 101-55200-220	UTILITY SERVICES	ENERGY SERVICES		\$45.17
Invoice	07142211370002	3/19/2024			
Cash Payment	E 204-53610-220	UTILITY SERVICES	ENERGY SERVICES		\$40.49
Invoice	07142211370002	3/19/2024			
Cash Payment	E 101-53000-225	STREET LIGHTING	ENERGY SERVICES		\$411.69
Invoice	07142211370002	3/19/2024			
Cash Payment	E 101-55200-220	UTILITY SERVICES	ENERGY SERVICES		\$19.17
Invoice	07142211370002	3/19/2024			
Cash Payment	E 101-55200-220	UTILITY SERVICES	ENERGY SERVICES		\$15.75
Invoice	07142211370003	3/19/2024			
Cash Payment	E 204-53610-220	UTILITY SERVICES	ENERGY SERVICES		\$61.17
Invoice	07142211370003	3/19/2024			
Cash Payment	E 620-53700-622	POWER FOR PUMPIN	ENERGY SERVICES		\$1,304.88
Invoice	07142211370003	3/19/2024			
Cash Payment	E 620-53700-622	POWER FOR PUMPIN	ENERGY SERVICES		\$281.74
Invoice	07142211370003	3/19/2024			
Cash Payment	E 620-53700-625	MAINTENANCE OF PU	ENERGY SERVICES		\$41.88
Invoice	07142211370003	3/19/2024			
Cash Payment	E 101-52200-220	UTILITY SERVICES	ENERGY SERVICES		\$1,098.60
Invoice	07182512440000	3/19/2024			
Cash Payment	E 101-52200-220	UTILITY SERVICES	ENERGY SERVICES		\$38.48
Invoice	07182512440000	3/19/2024			
Transaction Date	3/22/2024		GF Checking	11100	Total \$14,425.88

Fund Summary

	11100 GF Checking	
101 GENERAL FUND		\$21,353.62
204 SEWER		\$819.55
620 WATER FUND		\$6,159.44
		<u>\$28,332.61</u>

Pre-Written Checks	\$28,332.61
Checks to be Generated by the Computer	\$0.00
Total	<u>\$28,332.61</u>

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Payments

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Payments Batch MAR24WIRE

\$203,994.44

Refer	496 AFLAC	Ck# 2024217E 3/1/2024		
Cash Payment	G 101-21592 AFLAC INS PAYABLE	MONTHLY EMPLOYEE AFLAC PREMIUMS		\$215.50
Invoice				
Transaction Date	3/31/2024	GF Checking	11100	Total \$215.50
Refer	497 B2E SOLUTIONS INC	Ck# 2024218E 3/1/2024		
Cash Payment	E 804-56700-110 SALARIES	MARCH 1 BID PAYROLL WIRE		\$1,298.27
Invoice				
Cash Payment	E 804-56700-760 PAYROLL SERVICE CH	MARCH 1 BID PAYROLL WIRE		\$65.05
Invoice				
Transaction Date	3/31/2024	GF Checking	11100	Total \$1,363.32
Refer	498 B2E SOLUTIONS INC	Ck# 2024219E 3/14/2024		
Cash Payment	E 804-56700-110 SALARIES	MARCH 14 BID PAYROLL WIRE		\$1,297.44
Invoice				
Cash Payment	E 804-56700-760 PAYROLL SERVICE CH	MARCH 14 BID PAYROLL WIRE		\$65.05
Invoice				
Transaction Date	3/31/2024	GF Checking	11100	Total \$1,362.49
Refer	499 B2E SOLUTIONS INC	Ck# 2024220E 3/28/2024		
Cash Payment	E 804-56700-110 SALARIES	MARCH 28 BID PAYROLL WIRE		\$1,291.09
Invoice				
Cash Payment	E 804-56700-760 PAYROLL SERVICE CH	MARCH 28 BID PAYROLL WIRE		\$65.05
Invoice				
Transaction Date	3/31/2024	GF Checking	11100	Total \$1,356.14
Refer	500 WI DEFERRED COMPENSATION P	Ck# 2024221E 3/31/2024		
Cash Payment	G 101-21570 DEFERRED COMP DEDUC	MONTHLY DEFERRED COMP CONTRIBUTIONS		\$25,991.59
Invoice				
Transaction Date	3/31/2024	GF Checking	11100	Total \$25,991.59
Refer	501 WI SUPPORT COLLECTIONS TRUS	Ck# 2024222E 3/31/2024		
Cash Payment	G 101-21580 GARNISHMENT DEDUCTIO	MONTHLY EMPLOYEE WAGE GARNISHMENTS		\$1,417.58
Invoice				
Transaction Date	3/31/2024	GF Checking	11100	Total \$1,417.58
Refer	502 WI RETIREMENT SYSTEM	Ck# 2024223E 3/29/2024		
Cash Payment	E 101-55300-140 RETIREMENT BENEFIT	FEBRUARY WRS PREMIUMS		\$451.16
Invoice				
Cash Payment	E 101-51400-140 RETIREMENT BENEFIT	FEBRUARY WRS PREMIUMS		\$459.61
Invoice				
Cash Payment	E 101-51500-140 RETIREMENT BENEFIT	FEBRUARY WRS PREMIUMS		\$490.91
Invoice				
Cash Payment	E 101-52100-140 RETIREMENT BENEFIT	FEBRUARY WRS PREMIUMS		\$18,349.91
Invoice				
Cash Payment	E 101-52100-140 RETIREMENT BENEFIT	FEBRUARY WRS PREMIUMS		\$501.54
Invoice				
Cash Payment	E 101-52200-140 RETIREMENT BENEFIT	FEBRUARY WRS PREMIUMS		\$123.78
Invoice				

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Payments

Current Period: MARCH 2024

Cash Payment Invoice	E 101-52200-140	RETIREMENT BENEFIT FEBRUARY WRS PREMIUMS			\$843.09
Cash Payment Invoice	E 101-52300-140	RETIREMENT BENEFIT FEBRUARY WRS PREMIUMS			\$123.79
Cash Payment Invoice	E 101-52300-140	RETIREMENT BENEFIT FEBRUARY WRS PREMIUMS			\$3,954.14
Cash Payment Invoice	E 101-53000-140	RETIREMENT BENEFIT FEBRUARY WRS PREMIUMS			\$4,257.35
Cash Payment Invoice	E 101-55110-140	RETIREMENT BENEFIT FEBRUARY WRS PREMIUMS			\$1,627.78
Cash Payment Invoice	E 620-53700-926	EMPLOYEE PENSIONS FEBRUARY WRS PREMIUMS			\$1,875.84
Cash Payment Invoice	E 204-53610-110	SALARIES FEBRUARY WRS PREMIUMS			\$301.50
Cash Payment Invoice	E 204-53610-110	SALARIES FEBRUARY WRS PREMIUMS			\$355.22
Cash Payment Invoice	E 204-53610-390	BILLING/COLLECTION/ FEBRUARY WRS PREMIUMS			\$547.22
Cash Payment Invoice	G 101-21520	RETIREMENT DEDUCTION FEBRUARY WRS PREMIUMS			\$11,115.70
Cash Payment Invoice	G 101-21520	RETIREMENT DEDUCTION FEBRUARY WRS PREMIUMS			\$11,153.30
Transaction Date	3/31/2024	GF Checking	11100	Total	\$56,531.84
Refer	503	EMPLOYEE TRUST FUNDS	Ck# 2024224E 3/25/2024		
Cash Payment Invoice	E 101-51400-150	HEALTH/DENTAL/LIFE APRIL HEALTH INSURANCE PREMIUMS			\$2,068.28
Cash Payment Invoice	E 101-51500-150	HEALTH/DENTAL/LIFE APRIL HEALTH INSURANCE PREMIUMS			\$6,204.84
Cash Payment Invoice	E 101-55300-150	HEALTH/DENTAL/LIFE APRIL HEALTH INSURANCE PREMIUMS			\$2,068.28
Cash Payment Invoice	E 101-52100-150	HEALTH/DENTAL/LIFE APRIL HEALTH INSURANCE PREMIUMS			\$27,793.72
Cash Payment Invoice	E 101-53000-150	HEALTH/DENTAL/LIFE APRIL HEALTH INSURANCE PREMIUMS			\$21,135.84
Cash Payment Invoice	E 101-55110-150	HEALTH/DENTAL/LIFE APRIL HEALTH INSURANCE PREMIUMS			\$3,749.16
Cash Payment Invoice	E 101-52200-150	HEALTH/DENTAL/LIFE APRIL HEALTH INSURANCE PREMIUMS			\$5,397.22
Cash Payment Invoice	E 101-52300-150	HEALTH/DENTAL/LIFE APRIL HEALTH INSURANCE PREMIUMS			\$5,397.22
Cash Payment Invoice	G 101-21530	INSURANCE DEDUCTIONS APRIL HEALTH INSURANCE PREMIUMS			\$9,221.70
Cash Payment Invoice	G 101-34140	UNFUNDED EMPLOYEE B APRIL HEALTH INSURANCE PREMIUMS			\$2,321.22
Transaction Date	3/31/2024	GF Checking	11100	Total	\$85,357.48
Refer	504	PAYMENT SERVICE NETWORK	Ck# 2024225E 3/4/2024		
Cash Payment Invoice	E 620-53700-923	OUTSIDE SERVICES MONTHLY CREDIT CARD PROCESSING FEES			\$49.25

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Payments

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Cash Payment Invoice	E 204-53610-290	OUTSIDE SERVICES/C	MONTHLY CREDIT CARD PROCESSING FEES		\$49.25
Transaction Date	3/31/2024	GF Checking	11100	Total	\$98.50
Refer	505	BOND TRUST SERVICES CORP	Ck# 2024226E	3/31/2024	
Cash Payment Invoice	E 301-58000-615	DEBT SERVICE - INTE	2015 GO BONDS INTEREST PAYMENT		\$28,500.00
Cash Payment Invoice	E 620-53700-427	INTEREST ON LONG T	2015 GO BONDS INTEREST PAYMENT		\$1,800.00
Transaction Date	3/31/2024	GF Checking	11100	Total	\$30,300.00

Fund Summary

	11100 GF Checking
101 GENERAL FUND	\$166,434.21
204 SEWER	\$1,253.19
301 DEBT SERVICE FUND	\$28,500.00
620 WATER FUND	\$3,725.09
804 BUSINESS IMPROVEMENT DISTRICT	\$4,081.95
	<u>\$203,994.44</u>

Pre-Written Checks	\$203,994.44
Checks to be Generated by the Computer	\$0.00
Total	<u>\$203,994.44</u>

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Payments

Current Period: MARCH 2024

Payments Batch MAR24CC

\$22,529.13

Refer	0 ALL STAR HEALTH.COM	Ck# 2024204E 3/24/2024			
Cash Payment	E 101-52100-300 OPERATING SUPPLIE	Sales Tax Refund from Purchase on 2/3/24			-\$6.12
Invoice					
Transaction Date	3/24/2024	GF Checking	11100	Total	-\$6.12
Refer	0 AMAZON	Ck# 2024181E 3/24/2024			
Cash Payment	E 101-52100-300 OPERATING SUPPLIE	Samsung Smart Watch - Chief Clothing Allowance			\$300.00
Invoice					
Cash Payment	E 101-52100-300 OPERATING SUPPLIE	Legal Pads (6 ct)			\$28.93
Invoice					
Cash Payment	E 101-52100-300 OPERATING SUPPLIE	Rubber Bands			\$1.84
Invoice					
Cash Payment	E 101-52100-300 OPERATING SUPPLIE	Plastic Spoons and Forks			\$34.20
Invoice					
Cash Payment	E 101-52100-300 OPERATING SUPPLIE	Pipe Cleaners			\$5.99
Invoice					
Cash Payment	E 101-52100-300 OPERATING SUPPLIE	Radio Speaker/Microphone			\$67.00
Invoice					
Cash Payment	E 101-55110-310 BOOKS & MATERIALS	DVDs for Binge Box			\$109.28
Invoice					
Cash Payment	E 101-55110-310 BOOKS & MATERIALS	DVDs for Collection			\$557.05
Invoice					
Cash Payment	E 101-55110-310 BOOKS & MATERIALS	DVD for Binge Box			\$6.71
Invoice					
Cash Payment	E 101-55110-300 OPERATING SUPPLIE	Bounty Paper Towels			\$41.32
Invoice					
Cash Payment	E 101-55110-310 BOOKS & MATERIALS	Video Games for Collection			\$228.14
Invoice					
Cash Payment	E 101-52100-300 OPERATING SUPPLIE	Digital Speed Sign Charging controller			\$105.00
Invoice					
Cash Payment	E 101-55110-300 OPERATING SUPPLIE	Furniture and Supplies for Kids Area			\$95.96
Invoice					
Cash Payment	E 101-55300-300 OPERATING SUPPLIE	OUTDOOR PICKLEBALLS			\$191.99
Invoice					
Cash Payment	E 101-55110-300 OPERATING SUPPLIE	Craft Supplies for Storytime			\$14.94
Invoice					
Cash Payment	E 101-55110-300 OPERATING SUPPLIE	Coffee Cups for Coffee Patron Cart			\$17.99
Invoice					
Cash Payment	E 101-55110-310 BOOKS & MATERIALS	DVD for Collection			\$21.98
Invoice					
Cash Payment	E 101-51400-300 OPERATING SUPPLIE	DISINFECTING WIPES			\$22.06
Invoice					
Cash Payment	E 101-55110-310 BOOKS & MATERIALS	CDs for Collection			\$38.36
Invoice					
Cash Payment	E 101-55110-300 OPERATING SUPPLIE	Supplies for Storytime Party			\$4.59
Invoice					
Cash Payment	E 101-55110-310 BOOKS & MATERIALS	DVD for Collection			\$10.79
Invoice					

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Cash Payment Invoice	E 101-52100-300	OPERATING SUPPLIE	RSW Clothing allowance-Apple watch	\$279.00
Cash Payment Invoice	E 101-51400-300	OPERATING SUPPLIE	half & half for board room	\$3.32
Cash Payment Invoice	E 101-55110-300	OPERATING SUPPLIE	Hot Cocoa K Cups for Patron Coffee Cart	\$17.47
Cash Payment Invoice	E 101-51600-355	JANITORIAL SUPPLIES	AA batteries	\$25.65
Cash Payment Invoice	E 101-55110-310	BOOKS & MATERIALS	DVDs for Collection	\$190.08
Cash Payment Invoice	E 101-55110-310	BOOKS & MATERIALS	Adult Fiction Books for Collection	\$114.67
Cash Payment Invoice	E 101-52200-300	OPERATING SUPPLIE	Return fittings	-\$53.94
Cash Payment Invoice	E 101-52200-300	OPERATING SUPPLIE	Return fittings	-\$26.99
Cash Payment Invoice	E 101-55300-300	OPERATING SUPPLIE	PUNCH CARD DYMO LABELS	\$20.98
Cash Payment Invoice	G 101-31680	ICE RINK	Beer garden lights	\$368.68
Cash Payment Invoice	G 101-31630	HOMETOWN CELEBRATIO	HOMETOWN CELEBRATION TICKETBOOTH DRAWERS	\$115.90
Cash Payment Invoice	E 101-55110-300	OPERATING SUPPLIE	Blank Puzzles for Kids Activities	\$31.92
Cash Payment Invoice	E 101-53000-360	VEHICLE MAINT/EXPE	misc. shop oil	\$338.00
Cash Payment Invoice	E 101-55110-300	OPERATING SUPPLIE	Kids Craft Supplies	\$93.98
Cash Payment Invoice	G 101-31630	HOMETOWN CELEBRATIO	HOMETOWN CELEBRATION MONEY BAGS	\$79.98
Cash Payment Invoice	E 101-55110-300	OPERATING SUPPLIE	Mini Art Month Craft Supplies	\$75.98
Cash Payment Invoice	E 101-53000-300	OPERATING SUPPLIE	Office Supplies	\$9.66
Cash Payment Invoice	E 101-53000-410	STREETS GEN MAINT	Flag Pole Hardware	\$254.76
Cash Payment Invoice	E 101-55110-310	BOOKS & MATERIALS	Video Games for Collection	\$102.63
Cash Payment Invoice	E 101-55110-300	OPERATING SUPPLIE	Supplies for February Storytime Party	\$37.77
Cash Payment Invoice	E 101-52100-300	OPERATING SUPPLIE	Batteries CR2032	\$20.33
Cash Payment Invoice	E 101-55110-310	BOOKS & MATERIALS	Adult Nonfiction Book	\$35.28
Cash Payment Invoice	E 101-53000-410	STREETS GEN MAINT	45 American Flags	\$1,482.30
Cash Payment Invoice	E 101-55110-300	OPERATING SUPPLIE	Lock Boxes for Escape Room (NOT AMMO)	\$37.32

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Cash Payment	E 101-51600-355	JANITORIAL SUPPLIES	vacuum filters		\$30.00
Invoice					
Cash Payment	E 101-53000-410	STREETS GEN MAINT	Flag Pole Toppers		\$494.55
Invoice					
Cash Payment	E 101-51600-355	JANITORIAL SUPPLIES	vacuum bags		\$49.98
Invoice					
Cash Payment	E 101-52200-300	OPERATING SUPPLIE	Cam lock fittings		\$26.99
Invoice					
Cash Payment	E 101-55110-300	OPERATING SUPPLIE	Jacket Hooks for Cubicles		\$12.85
Invoice					
Cash Payment	E 101-52100-300	OPERATING SUPPLIE	Plastic Forks		\$30.21
Invoice					
Cash Payment	E 101-53000-410	STREETS GEN MAINT	Flag Pole Hardware		\$5.79
Invoice					
Cash Payment	E 101-52200-300	OPERATING SUPPLIE	Gaskets and fittings		\$159.77
Invoice					
Cash Payment	E 101-55110-300	OPERATING SUPPLIE	Furniture Lock Nuts		\$10.98
Invoice					
Cash Payment	E 101-52200-255	BLDGS/GROUNDS	Refridgerater filters		\$26.99
Invoice					
Cash Payment	E 101-55110-300	OPERATING SUPPLIE	Supplies for Strategic Plan Meeting		\$103.62
Invoice					
Cash Payment	E 101-52400-300	OPERATING SUPPLIE	ENVELOPES FOR BUILDING INSPECTOR		\$83.10
Invoice					
Cash Payment	E 101-51440-300	OPERATING SUPPLIE	DYMO LABEL MAKER FOR ELECTIONS		\$319.95
Invoice					
Cash Payment	E 101-55300-300	OPERATING SUPPLIE	DYMO LABEL MAKER FOR PUNCH CARDS		\$319.95
Invoice					
Cash Payment	E 101-52200-300	OPERATING SUPPLIE	camlock fittings		\$91.06
Invoice					
Cash Payment	E 101-53000-360	VEHICLE MAINT/EXPE	Plow truck filter		\$19.98
Invoice					
Cash Payment	E 101-52100-300	OPERATING SUPPLIE	Printer Paper, Flash Drives & Key Tags		\$195.33
Invoice					
Cash Payment	E 101-51600-255	BLDGS/GROUNDS	Replacement Light Cover		\$46.00
Invoice					
Cash Payment	E 101-55110-300	OPERATING SUPPLIE	Seed Library Materials		\$15.83
Invoice					
Cash Payment	E 101-52100-300	OPERATING SUPPLIE	Plastic Knives (Receipt w/Paper Plates TI \$69.41)		\$29.97
Invoice					
Cash Payment	E 101-52100-300	OPERATING SUPPLIE	Paper Plates (Receipt w/ Plastic Knives TI \$69.41)		\$39.44
Invoice					
Transaction Date	3/24/2024		GF Checking	11100	Total \$7,671.19
Refer	0	AMERICAN DEFENSE MFG PROD	<u>Ck# 2024207E 3/24/2024</u>		
Cash Payment	E 101-52100-300	OPERATING SUPPLIE	SCIT Optic Mounts (3)		\$388.50
Invoice					
Transaction Date	3/24/2024		GF Checking	11100	Total \$388.50
Refer	0	AMERICAN HEART SHOPCPR	<u>Ck# 2024201E 3/24/2024</u>		

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Cash Payment Invoice	E 101-52300-300	OPERATING SUPPLIE	CPR cards			\$68.00
Transaction Date	3/24/2024		GF Checking	11100	Total	\$68.00
Refer	0	ARLO TECHNOLOGIES		Ck# 2024196E	3/24/2024	
Cash Payment Invoice	E 101-52100-290	OUTSIDE SERVICES/C	Arlo Security Camera Monthly Service Fee			\$4.99
Transaction Date	3/24/2024		GF Checking	11100	Total	\$4.99
Refer	0	AT&T		Ck# 2024165E	3/24/2024	
Cash Payment Invoice	E 101-52200-300	OPERATING SUPPLIE	FD FIRSTNET			\$185.04
Cash Payment Invoice	E 101-52300-300	OPERATING SUPPLIE	FD FIRSTNET			\$185.05
Cash Payment Invoice	E 101-52100-300	OPERATING SUPPLIE	PD INTERNET			\$80.25
Cash Payment Invoice	E 101-51400-300	OPERATING SUPPLIE	ATT PHONE SERVICE			\$32.46
Cash Payment Invoice	E 101-52400-300	OPERATING SUPPLIE	ATT PHONE SERVICE			\$32.45
Cash Payment Invoice	E 101-51500-300	OPERATING SUPPLIE	ATT PHONE SERVICE			\$32.45
Cash Payment Invoice	E 101-55300-300	OPERATING SUPPLIE	ATT PHONE SERVICE			\$32.45
Cash Payment Invoice	E 101-52200-220	UTILITY SERVICES	ATT PHONE SERVICE			\$32.45
Cash Payment Invoice	E 101-55110-220	UTILITY SERVICES	ATT PHONE SERVICE			\$32.45
Cash Payment Invoice	E 101-52100-300	OPERATING SUPPLIE	ATT PHONE SERVICE			\$32.45
Cash Payment Invoice	E 101-53000-220	UTILITY SERVICES	ATT PHONE SERVICE			\$32.45
Cash Payment Invoice	E 620-53700-923	OUTSIDE SERVICES	ATT PHONE SERVICE			\$32.45
Cash Payment Invoice	E 204-53610-290	OUTSIDE SERVICES/C	ATT PHONE SERVICE			\$32.45
Transaction Date	3/24/2024		GF Checking	11100	Total	\$774.85
Refer	0	AXON ENTERPRISE INC		Ck# 2024180E	3/24/2024	
Cash Payment Invoice	E 101-52100-300	OPERATING SUPPLIE	Taser Cartridges and Battery Packs			\$217.10
Transaction Date	3/24/2024		GF Checking	11100	Total	\$217.10
Refer	0	BAKER & TAYLOR CREDIT CARD		Ck# 2024182E	3/24/2024	
Cash Payment Invoice	E 101-55110-310	BOOKS & MATERIALS	BOOKS			\$63.69
Cash Payment Invoice	E 101-55110-310	BOOKS & MATERIALS	BOOKS			\$806.42
Cash Payment Invoice	E 101-55110-310	BOOKS & MATERIALS	BOOKS			\$47.92
Cash Payment Invoice	E 101-55110-310	BOOKS & MATERIALS	BOOKS			\$3,097.43

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Cash Payment	E 101-55110-310	BOOKS & MATERIALS	BOOKS		\$398.35
Invoice					
Cash Payment	E 101-55110-310	BOOKS & MATERIALS	BOOKS		\$972.57
Invoice					
Cash Payment	E 101-55110-310	BOOKS & MATERIALS	BOOKS		\$401.08
Invoice					
Cash Payment	E 101-55110-310	BOOKS & MATERIALS	BOOKS		\$204.65
Invoice					
Cash Payment	E 101-55110-310	BOOKS & MATERIALS	BOOKS		\$39.59
Invoice					
Transaction Date	3/24/2024		GF Checking	11100	Total \$6,031.70
Refer	0 <u>BBPOS</u>			<u>Ck# 2024208E 3/24/2024</u>	
Cash Payment	E 101-51400-395	COMMUNITY RELATIO	HOLIDAY TRAIN PRIZE FOR FOOD		\$100.00
Invoice			COLLECTION		
Transaction Date	3/24/2024		GF Checking	11100	Total \$100.00
Refer	0 <u>BUSINESS JOURNAL</u>			<u>Ck# 2024173E 3/24/2024</u>	
Cash Payment	E 101-51400-300	OPERATING SUPPLIE	BUISNESS JOURNAL RENEWAL		\$170.00
Invoice					
Transaction Date	3/24/2024		GF Checking	11100	Total \$170.00
Refer	0 <u>CASEYSWOOD</u>			<u>Ck# 2024209E 3/24/2024</u>	
Cash Payment	E 101-55110-300	OPERATING SUPPLIE	Wood Products for room improvement		\$102.20
Invoice					
Transaction Date	3/24/2024		GF Checking	11100	Total \$102.20
Refer	0 <u>CELLEBRITE</u>			<u>Ck# 2024195E 3/24/2024</u>	
Cash Payment	E 101-52100-300	OPERATING SUPPLIE	Cellebrite CCO and CCPA Recerts		\$330.00
Invoice					
Transaction Date	3/24/2024		GF Checking	11100	Total \$330.00
Refer	0 <u>CONLEY MEDIA LLC</u>			<u>Ck# 2024172E 3/24/2024</u>	
Cash Payment	E 101-55110-325	PERIODICALS	Waukesha Freeman Yearly Subscription		\$270.00
Invoice					
Transaction Date	3/24/2024		GF Checking	11100	Total \$270.00
Refer	0 <u>CREOLE CAFÉ & CATERING LLC</u>			<u>Ck# 2024189E 3/24/2024</u>	
Cash Payment	E 101-55110-300	OPERATING SUPPLIE	Business Lunch with Library Board Trustee		\$36.87
Invoice					
Transaction Date	3/24/2024		GF Checking	11100	Total \$36.87
Refer	0 <u>CUSTOM INK</u>			<u>Ck# 2024210E 3/24/2024</u>	
Cash Payment	E 101-51400-395	COMMUNITY RELATIO	WALL THAT HEALS SHIRTS		\$174.25
Invoice					
Transaction Date	3/24/2024		GF Checking	11100	Total \$174.25
Refer	0 <u>DEMCO INC</u>			<u>Ck# 2024169E 3/24/2024</u>	
Cash Payment	E 101-55110-300	OPERATING SUPPLIE	Book Jacket Tape		\$97.68
Invoice					
Transaction Date	3/24/2024		GF Checking	11100	Total \$97.68
Refer	0 <u>DENNYS</u>			<u>Ck# 2024211E 3/24/2024</u>	

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Cash Payment Invoice	E 101-52100-300 OPERATING SUPPLIE	Lunch at Chief's Conference			\$25.20
Transaction Date	3/24/2024	GF Checking	11100	Total	\$25.20
Refer	0 DOG WASTE DEPOT	<u>Ck# 2024187E 3/24/2024</u>			
Cash Payment Invoice	E 101-55200-365 BLDGS/GROUNDS MAI	Dog Waste Bags 8cs. #3200			\$1,135.92
Transaction Date	3/24/2024	GF Checking	11100	Total	\$1,135.92
Refer	0 DOMINOS PIZZA	<u>Ck# 2024176E 3/24/2024</u>			
Cash Payment Invoice	E 101-52200-300 OPERATING SUPPLIE	food after fire on Millington			\$75.54
Transaction Date	3/24/2024	GF Checking	11100	Total	\$75.54
Refer	0 ELECTION SOURCE	<u>Ck# 2024200E 3/24/2024</u>			
Cash Payment Invoice	E 101-51440-300 OPERATING SUPPLIE	election privacy screens			\$40.69
Transaction Date	3/24/2024	GF Checking	11100	Total	\$40.69
Refer	0 ELECTRONIC DISPLAYS	<u>Ck# 2024212E 3/24/2024</u>			
Cash Payment Invoice	E 101-52200-300 OPERATING SUPPLIE	Clock for bay			\$206.60
Cash Payment Invoice	E 101-52300-300 OPERATING SUPPLIE	Clock for bay			\$206.60
Transaction Date	3/24/2024	GF Checking	11100	Total	\$413.20
Refer	0 FOX BROS PIGGLY WIGGLY	<u>Ck# 2024166E 3/24/2024</u>			
Cash Payment Invoice	E 101-55110-300 OPERATING SUPPLIE	Tuesday Tastes groceries			\$85.92
Cash Payment Invoice	E 101-55300-300 OPERATING SUPPLIE	Bingo prizes			\$64.99
Cash Payment Invoice	E 101-51600-355 JANITORIAL SUPPLIES	vinegar and Dawn for window cleaning			\$6.08
Cash Payment Invoice	E 101-55110-345 STAFF EDUCATION/TR	Ryan's goodbye card			\$1.35
Cash Payment Invoice	E 101-55110-345 STAFF EDUCATION/TR	Ryan's goodbye cake			\$49.99
Cash Payment Invoice	E 101-55110-300 OPERATING SUPPLIE	employee going going away party			\$25.16
Transaction Date	3/24/2024	GF Checking	11100	Total	\$233.49
Refer	0 HARTLAND AREA CHAMBER COM	<u>Ck# 2024206E 3/24/2024</u>			
Cash Payment Invoice	E 101-55110-300 OPERATING SUPPLIE	Kudos Awards Registration for Library Board			\$89.00
Cash Payment Invoice	E 101-51400-395 COMMUNITY RELATIO	CHAMBER KUDOS AWARDS TICKET			\$89.00
Transaction Date	3/24/2024	GF Checking	11100	Total	\$178.00
Refer	0 HILTON GARDEN INN	<u>Ck# 2024205E 3/24/2024</u>			
Cash Payment Invoice	E 101-52200-300 OPERATING SUPPLIE	WSFCA spring conference			\$297.00
Transaction Date	3/24/2024	GF Checking	11100	Total	\$297.00
Refer	0 JOURNAL SENTINEL INK	<u>Ck# 2024215E 3/24/2024</u>			

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Cash Payment	E 101-55110-325	PERIODICALS	Journal Sentinel Subscription		\$48.00
Invoice					
Transaction Date	3/24/2024		GF Checking	11100	Total \$48.00
Refer	0	<u>KALAHARI RESORT</u>	<u>Ck# 2024171E 3/24/2024</u>		
Cash Payment	E 101-51500-300	OPERATING SUPPLIE	Bailey lodging conference		\$109.00
Invoice					
Transaction Date	3/24/2024		GF Checking	11100	Total \$109.00
Refer	0	<u>KAPCO</u>	<u>Ck# 2024170E 3/24/2024</u>		
Cash Payment	E 101-55110-300	OPERATING SUPPLIE	Rolls of Book Jackets		\$219.25
Invoice					
Cash Payment	E 101-55110-300	OPERATING SUPPLIE	Refund for Extra Charge of Rolls for Book Jackets		-\$219.25
Invoice					
Cash Payment	E 101-55110-300	OPERATING SUPPLIE	Extra Charge for Rolls of Book Jackets		\$219.25
Invoice					
Transaction Date	3/24/2024		GF Checking	11100	Total \$219.25
Refer	0	<u>KOHL'S</u>	<u>Ck# 2024186E 3/24/2024</u>		
Cash Payment	E 101-55110-345	STAFF EDUCATION/TR	Ryan's goodbye photo album		\$16.16
Invoice					
Transaction Date	3/24/2024		GF Checking	11100	Total \$16.16
Refer	0	<u>KWIK TRIP</u>	<u>Ck# 2024179E 3/24/2024</u>		
Cash Payment	E 101-52200-300	OPERATING SUPPLIE	Fuel vehicle at Chief's conference		\$38.63
Invoice					
Transaction Date	3/24/2024		GF Checking	11100	Total \$38.63
Refer	0	<u>NETFLIX</u>	<u>Ck# 2024193E 3/24/2024</u>		
Cash Payment	E 101-55110-310	BOOKS & MATERIALS	Netflix for Rokus Subscription		\$24.14
Invoice					
Transaction Date	3/24/2024		GF Checking	11100	Total \$24.14
Refer	0	<u>OFFICEMAX</u>	<u>Ck# 2024202E 3/24/2024</u>		
Cash Payment	E 101-53000-300	OPERATING SUPPLIE	Office supplies		\$225.96
Invoice					
Cash Payment	E 101-51400-300	OPERATING SUPPLIE	COPY PAPER		\$91.39
Invoice					
Transaction Date	3/24/2024		GF Checking	11100	Total \$317.35
Refer	0	<u>PAYPAL</u>	<u>Ck# 2024185E 3/24/2024</u>		
Cash Payment	E 101-52100-290	OUTSIDE SERVICES/C	IAPE (Property Custodian Assoc.) for Laurie Bahr		\$65.00
Invoice					
Transaction Date	3/24/2024		GF Checking	11100	Total \$65.00
Refer	0	<u>REVERE ELECTRIC</u>	<u>Ck# 2024177E 3/24/2024</u>		
Cash Payment	E 204-53610-305	EXPENSES-OTHER	sewer lift station lamp		\$144.42
Invoice					
Transaction Date	3/24/2024		GF Checking	11100	Total \$144.42
Refer	0	<u>SHERPERS</u>	<u>Ck# 2024216E 3/24/2024</u>		
Cash Payment	E 101-55110-300	OPERATING SUPPLIE	WRP prize gift card		\$20.00
Invoice					

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Transaction Date	3/24/2024	GF Checking	11100	Total	\$20.00
Refer	0 SHOPKO				
Cash Payment	E 101-52100-300 OPERATING SUPPLIE	Prescription Glasses - Offc Maciejewski Cloth Allw			\$360.98
Invoice					
Transaction Date	3/24/2024	GF Checking	11100	Total	\$360.98
Refer	0 SIRCHIE FINGER PRINT LAB				
Cash Payment	E 101-52100-300 OPERATING SUPPLIE	Spit Hoods			\$51.22
Invoice					
Transaction Date	3/24/2024	GF Checking	11100	Total	\$51.22
Refer	0 SPECTRUM ENTERPRISE				
Cash Payment	E 101-53000-220 UTILITY SERVICES	SPECTRUM FIBER DPW			\$126.33
Invoice					
Cash Payment	E 620-53700-605 MAINTENANCE-WATE	SPECTRUM FIBER DPW			\$126.33
Invoice					
Cash Payment	E 204-53610-385 MAINTENANCE-COLLE	SPECTRUM FIBER DPW			\$126.34
Invoice					
Cash Payment	E 101-52200-300 OPERATING SUPPLIE	SPECTRUM FIBER FD			\$379.00
Invoice					
Cash Payment	E 101-53000-220 UTILITY SERVICES	SPECTRUM ENTERPRISE VOICE			\$33.71
Invoice					
Cash Payment	E 620-53700-605 MAINTENANCE-WATE	SPECTRUM ENTERPRISE VOICE			\$33.71
Invoice					
Cash Payment	E 204-53610-385 MAINTENANCE-COLLE	SPECTRUM ENTERPRISE VOICE			\$33.71
Invoice					
Transaction Date	3/24/2024	GF Checking	11100	Total	\$859.13
Refer	0 TACO BELL				
Cash Payment	E 101-51500-300 OPERATING SUPPLIE	BAILEY DINNER AT CONFERENCE			\$12.83
Invoice					
Transaction Date	3/24/2024	GF Checking	11100	Total	\$12.83
Refer	0 TARGET				
Cash Payment	E 101-55110-300 OPERATING SUPPLIE	NATIONAL OREO DAY SUPPLIES			\$75.11
Invoice					
Transaction Date	3/24/2024	GF Checking	11100	Total	\$75.11
Refer	0 TRIBAL NATIONS MAPS				
Cash Payment	E 101-55110-300 OPERATING SUPPLIE	Map for Hartland History Room			\$77.50
Invoice					
Transaction Date	3/24/2024	GF Checking	11100	Total	\$77.50
Refer	0 U.S. CELLULAR				
Cash Payment	E 101-55300-300 OPERATING SUPPLIE	US CELLULAR PHONE SERVICES			\$71.82
Invoice					
Cash Payment	E 101-53000-220 UTILITY SERVICES	US CELLULAR PHONE SERVICES			\$116.93
Invoice					
Cash Payment	E 620-53700-605 MAINTENANCE-WATE	US CELLULAR PHONE SERVICES			\$116.93
Invoice					
Cash Payment	E 204-53610-385 MAINTENANCE-COLLE	US CELLULAR PHONE SERVICES			\$116.93
Invoice					

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Transaction Date	3/24/2024	GF Checking	11100	Total	\$422.61
Refer	0 US POSTAL SERVICE			<u>Ck# 2024178E 3/24/2024</u>	
Cash Payment	E 101-55110-300 OPERATING SUPPLIE	ILL Shipping			\$4.62
Invoice					
Cash Payment	E 101-55110-300 OPERATING SUPPLIE	ILL Shipping			\$3.92
Invoice					
Cash Payment	E 101-52100-300 OPERATING SUPPLIE	KMN Postage for Ear Piece			\$6.90
Invoice					
Transaction Date	3/24/2024	GF Checking	11100	Total	\$15.44
Refer	0 USA TODAY			<u>Ck# 2024199E 3/24/2024</u>	
Cash Payment	E 101-55110-325 PERIODICALS	USA Today Subscription			\$34.00
Invoice					
Transaction Date	3/24/2024	GF Checking	11100	Total	\$34.00
Refer	0 VERIZON COMMUNICATIONS			<u>Ck# 2024203E 3/24/2024</u>	
Cash Payment	E 101-52100-290 OUTSIDE SERVICES/C	VERIZON PHONE			\$258.32
Invoice					
Cash Payment	E 101-52100-290 OUTSIDE SERVICES/C	VERIZON MODEM AND PHONE			\$266.07
Invoice					
Transaction Date	3/24/2024	GF Checking	11100	Total	\$524.39
Refer	0 VIOC			<u>Ck# 2024214E 3/24/2024</u>	
Cash Payment	E 101-52200-360 VEHICLE MAINT/EXPE	Oil Change Command vehicle			\$65.08
Invoice					
Transaction Date	3/24/2024	GF Checking	11100	Total	\$65.08
Refer	0 WALGREENS			<u>Ck# 2024175E 3/24/2024</u>	
Cash Payment	E 101-55110-345 STAFF EDUCATION/TR	Ryan's goodbye photo prints			\$29.18
Invoice					
Transaction Date	3/24/2024	GF Checking	11100	Total	\$29.18
Refer	0 WALMART			<u>Ck# 2024183E 3/24/2024</u>	
Cash Payment	E 101-55110-300 OPERATING SUPPLIE	Gluten Free Oreos for TAB			\$4.88
Invoice					
Transaction Date	3/24/2024	GF Checking	11100	Total	\$4.88
Refer	0 WEMSA			<u>Ck# 2024197E 3/24/2024</u>	
Cash Payment	E 101-52300-300 OPERATING SUPPLIE	Refund for working at conference			-\$112.50
Invoice					
Transaction Date	3/24/2024	GF Checking	11100	Total	-\$112.50
Refer	0 WI DEPT OF TRANSPORTATION			<u>Ck# 2024168E 3/24/2024</u>	
Cash Payment	E 101-52100-290 OUTSIDE SERVICES/C	WI DOT Traffic Violation & Reg Program			\$15.30
Invoice					
Transaction Date	3/24/2024	GF Checking	11100	Total	\$15.30
Refer	0 WIRED			<u>Ck# 2024198E 3/24/2024</u>	
Cash Payment	E 101-55110-325 PERIODICALS	Wired Magazine Yearly Subscription			\$19.99
Invoice					
Transaction Date	3/24/2024	GF Checking	11100	Total	\$19.99
Refer	0 WISCONSIN FIRE CHIEFS			<u>Ck# 2024192E 3/24/2024</u>	

VILLAGE OF HARTLAND

04/01/24 1:43 PM

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Payments

Current Period: MARCH 2024

Cash Payment Invoice	E 101-52200-300 OPERATING SUPPLIE	WSFCEA conference			\$225.00
Transaction Date	3/24/2024	GF Checking	11100	Total	\$225.00
Refer	0 ZOOM	Ck# 2024190E	3/24/2024		
Cash Payment Invoice	E 101-51400-395 COMMUNITY RELATIO	MONTHLY ZOOM ACCOUNT			\$16.79
Transaction Date	3/24/2024	GF Checking	11100	Total	\$16.79

Fund Summary

	11100 GF Checking	
101 GENERAL FUND		\$21,765.86
204 SEWER		\$453.85
620 WATER FUND		\$309.42
		<u>\$22,529.13</u>

Pre-Written Checks	\$22,529.13
Checks to be Generated by the Computer	\$0.00
Total	<u>\$22,529.13</u>

#236



APPLICATION FOR: (PLEASE CHECK ALL THAT APPLY)

REGULAR OPERATOR LICENSE

To serve fermented malt beverages and intoxicating liquors License expires June 30, 2024

NEW APPLICANT (\$50) RENEWAL APPLICANT (\$40) (Not applicable after 8/31/24)

PROVISIONAL OPERATOR LICENSE (\$15)

To serve fermented malt beverages and intoxicating liquors License expires 60 days after issuance. The applicant is required to submit attached 'sponsor form' to be completed by his/her employer where he/she will be serving intoxicating beverages.

July 1, June 30,
2022-2024

Regular Operator License Only \$50.00

Renewal: \$40.00

Provisional: \$15.00

Total Amount: 50

Date Paid: 2/12/24

Receipt No.: 253687

PRINT the answers to the following questions fully and completely:

Name Micah J. Lancaster
(First, Middle, Last)

Date of Birth: 4/14/89 Driver's License No. and State L522-5508-9134-09

Address: 219 Main St.

City, State, Zip: Pewaukee, WI, 53072

Home Phone Number: 773-899-4728 Citizen of United States? Yes No

How long have you lived at this address? 1 year

*Please note that WI State Statute 125.04(5)(a)2 states that an applicant must be a resident of Wisconsin continuously for at least 90 days prior to the date of application.

List all previous residences for the past 10 years: (City and State Only) Pewaukee, WI
Watertown, WI

Name of establishment where you will be serving/selling Malt Beverages and/or Intoxicating Liquors?

Edder's Sports Grill

CHECK ONE:

I have held an operators, premises or managers license within the past two years (if in another Municipality other than the Village of Hartland, proof required)

I have completed the "Responsible Beverage Server's Training Course" at WCTC or an On-Line Responsible Beverage Server's Training Course that is approved by the Wisconsin Department of Revenue. Certificate is required.

I have enrolled in the "Responsible Beverage Server's Training Course" (Classes are held at Waukesha County Technical College). Copy of enrollment receipt is required.

***Applicant: Please have employer fill out the information on this page
if you are applying for a Provisional License***

TO THE TRUSTEES OF
THE VILLAGE OF HARTLAND, WISCONSIN

In compliance with § 125.17(5) of the Wisconsin Statutes and the Municipal Code Section 6-38 and all acts amendatory and supplementary of that Section, I hereby certify that the applicant has not been convicted of, nor has any charge pending, of any felony, misdemeanor or ordinance violation, the facts of which would affect the applicant's fitness to serve intoxicants. I know the applicant, he/she has a place to work, that he/she is at least (18) years of age, and is of good moral character. I also certify that I shall reimburse the Village for any expenses incurred by the Village in revoking the applicant's Operator's License and I certify all the statements made by me are true.

(Name of Applicant)

(Signature of Sponsor)

(Place of Business)

HAVE YOU EVER BEEN CONVICTED OF ANY ALCOHOL BEVERAGE RELATED OFFENSES, INCLUDING ANY OF THE FOLLOWING, AS A JUVENILE OR AN ADULT?

Please Select One Answer

1. Illegal purchase, sale or providing of intoxicating liquor or beer? YES NO
2. Violation of closing hours at a licensed premise? YES NO
3. Any other violation of laws pertaining to alcoholic beverages? YES NO
4. Disorderly conduct or criminal damage to property that occurred at a licensed establishment? YES NO
5. Obstruction of a police officer while on a licensed premise for the sale of alcoholic beverages? YES NO
6. Operating a motor vehicle while under the influence of alcohol or controlled substance or with a prohibited alcohol concentration (Wis. Stat. 346.63)? YES NO
7. Operating a motor vehicle while under age 21 with a blood alcohol of more than .0% but not more than .1% (Wis. Stat. 346.63(2)(m))? YES NO
8. Having alcohol beverages in your possession in a motor vehicle as a driver or a passenger (Wis. Stat. 346.935)? YES NO

HAVE YOU EVER BEEN CONVICTED OF A FELONY?

YES NO

DO YOU HAVE ANY CRIMINAL OR ORDINANCE CHARGES PRESENTLY PENDING AGAINST YOU?

YES NO

DO YOU PRESENTLY HAVE ANY OVERDUE OR OUTSTANDING FORFEITURES RESULTING FROM A VIOLATION OF AN ORDINANCE OF ANY COUNTY, CITY, VILLAGE, OR TOWN?

YES NO

If you have answered yes to any of the above questions, list the date, nature of offense and the location of the offense (City, County and State)

ML

2/17/2020

Date Nature of Offense Location: City, County and State

12/20/ Operating Prohibited Pac (2nd offense) Watertown, WI (Dodge Co.)
 October 2018 Operating Prohibited PAC (wi) Watertown, WI (Jefferson Co.)

Please list additional convictions or other pertinent information below:

Approval by Municipal Authority

I hereby certify that I have checked municipal and state criminal records. To the best of my knowledge, with the available information, the character, record and reputation are satisfactory and I have no objection.

Approved on 02/19/24 by [Signature] Title Police Chief
 (Date) (Signature of Proper Local Official)

OWI 1st = 12/29/19 OWI 2nd = 09/13/18 (Offense Dates)

I hereby apply for a license to serve Fermented Malt Beverages and Intoxicating Liquors, subject to the limitations imposed by Section 125.32(2), and 125.68(2) of the Wisconsin Statutes and all acts amendatory and supplementary of those sections, and hereby agree to comply with all laws, resolutions, ordinances and regulations, Federal, State or Local, affecting the sale of such beverages and liquors if a license is granted to me.

The license shall, if issued, be from the date of its issuance to June 30, 2024, unless the license is revoked for cause by the Village Board prior to that date.

STATE OF WISCONSIN

§

WAUKESHA COUNTY

(Please Print)

says that he/she is at least eighteen years of age, is of good moral character, and is the person who made and signed the foregoing application for an Operator's License; and that all the statements made by the applicant are true.



(Signature of Applicant)

IN THE EVENT THAT THE VILLAGE OF HARTLAND POLICE DEPARTMENT DECLARES ANY OBJECTION TO THE ISSUANCE OF THE LICENSE, THE APPLICANT SHALL DISCUSS THE ISSUE DIRECTLY WITH THE POLICE CHIEF.

NOTICE:

TO ALL APPLICANTS FOR AN OPERATOR'S LICENSE:

If you have had a conviction for any alcohol related offense within the past 12 months, you should know that the Village Board policy has been to deny the application for an Operator's License until at least a 12 month period of time has elapsed since the conviction date of the offense.

Congratulations!

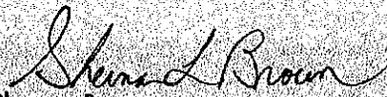
Thank you for participating in the ServSafe Alcohol program. Responsible alcohol service begins with the choices you make, and ServSafe Alcohol training will help you make the right decision when the moment arises.

By completing the ServSafe Alcohol program, you show your dedication to safe and responsible alcohol service. The ServSafe Alcohol program and the National Restaurant Association are dedicated to helping you continue to raise the bar on alcohol safety.

To learn more about our full suite of responsible alcohol service training products, contact your State Restaurant Association, your distributor or visit us at ServSafe.com.

We value your dedication to responsible alcohol service and applaud you for making the commitment to keep your operation, your customers and your community safe.

Sincerely,



Sherman Brown

Senior Vice President, National Restaurant Association Solutions



ID # 24780804
CARD # 26131078

ServSafe Alcohol® CERTIFICATE



MICAH LANCASTER

NAME

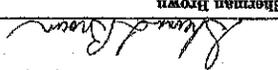
2/2/2024

DATE OF EXAMINATION

Card expires two years from the date of examination. Local laws apply.
Complies with WI State Stats, s.125.04(5)(b)5 & s.123.17(4) & s.134.66

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Sherman Brown
Senior Vice President, National Restaurant Association Solutions



This certificate confirms completion of the ServSafe Alcohol® responsible alcohol service program.

NOTE: You can access your score and certification information anytime at ServSafe.com with the class number provided on this form.

If you have any questions regarding your certification please contact the National Restaurant Association Service Center at ServSafe.com or 1800SERVSAFE.

In Alaska you must laminate your card for it to be valid.



**Village of Hartland
Administration**

210 Cottonwood Ave, Hartland, WI 53029
www.villageofhartland.com

Committee: Village Board	Date: 4/2/2024
Village Board Item Number:	Date: 4/8/2024
Submitted By: Dave Felkner; DPW Director	
Subject: Discussion and Consideration for the Salt Dome Repair	

Details:
In the 2024 budget Public Works budgeted we put in to repair the salt dome wall repair (pictures attached). We sought direction for the repairs to the salt dome from a local structural engineering firm. DPW sent out for proposals for this scope of work and received two of them. Structure Werks came in low at \$77,000.

The scope of the work will be to temporarily support the roof to do these wall repairs. This work will take approximately 3 weeks.

Financial Remarks:
This is in the 2024 CIP budget.

Options & Alternatives:

Executive Recommendation:
Staff recommends awarding Structure Werks the contract to repair the salt dome walls for the sum of \$77,000.00







March 26th, 2024

Dave Felkner
Department of Public Works Director
Village of Hartland
davef@villageofhartland.wi.gov

Sent Via E-Mail

Re: Salt Dome concrete wall repairs

Dave,

Thank you for allowing Structurewerks to provide repair pricing for the salt dome walls. After our walkthrough to observe entire perimeter, we observed top of wall delamination on the entire inside perimeter with various spalling and delamination throughout the rest of wall. The exterior was in better shape, with a few top of wall repairs and vertical cracks throughout. Per our discussions with Jim Jendusa of Jendusa Engineering Structurewerks will provide the following scope of work:

SCOPE OF WORK: \$ 77,000 (Based on single mobilization)

- Mobilization with labor, equipment, and materials for the entire project.
- Shoring of dome roof as instructed by Jendusa Engineering.
- Demo, saw cut, prep of delaminated and spalled concrete on the top 2' of wall for the entire inside perimeter (Approximately 575 SF, up to 4" deep)
- Inspection and cleaning of exposed reinforcing steel. Paint steel with a Zinc rich primer.
- Repair top of wall full depth as needed (20 SF at entrance)
- Repair various shallow depth concrete spalls (50 SF in addition to the 575 SF)
- Rout and seal vertical cracks with a polyurethane sealant (250 LF)

Exclusions/Clarifications:

Engineering costs, bonds not included in our pricing. Weekend work will result in a shift premium for labor hours. Electrical or plumbing work that may be needed to facilitate repairs will be the responsibility of Owner. Concrete repairs are quantified in this proposal. Any additional work needed will be an added cost at:

- \$75 SF for deep repairs (2" to 4" deep)
- \$50 SF for shallow repairs (1" to 2" deep)
- \$150 SF for full depth repairs
- \$5 LF for crack repairs

Sincerely,

Ross Preschat
Vice President/General Manager

ACCEPTED: _____ **Date:** _____

MUTUAL AID AGREEMENT

Pursuant to the authority granted by Wis. Stat. § 66.0301, this Mutual Aid Agreement (hereinafter “Agreement”) is made and entered into this ____ day of _____, 2024, by and between the Cities of Delafield, Muskego and New Berlin, and the Villages of Chenequa, Elm Grove, Hartland, Mukwonago, and Pewaukee (hereinafter collectively referred to as “SCIT”) and the City of Brookfield (hereinafter referred to as “Brookfield”).

WHEREAS, the Cities of Brookfield, Delafield, Muskego and New Berlin, as well as the Villages of Chenequa, Elm Grove, Hartland, Mukwonago, and Pewaukee have entered into the Suburban Critical Incident Team Mutual Aid Agreement (“SCIT Agreement”) pursuant to Wisconsin Statutes Section 66.0301 for purposes of providing mutual aid for police Tactical Incidents between the various communities to address situations which may occur that are beyond the ability of any one of the individual participating communities to deal with in terms of personnel, equipment, and available resources; and

WHEREAS, the SCIT Agreement acknowledges and is subject to Wisconsin Statute § 66.0313 dealing with law enforcement mutual assistance; Wisconsin Statute § 66.0513, dealing with police pay when acting outside a municipality or county; Wisconsin Statute § 895.35, dealing with expenses and actions against municipal and other officers; and § 895.46, dealing with judgments being paid by political subdivisions regarding judgments taken against officers; and

WHEREAS, Brookfield is interested in enabling members of its Fire Department to receive training regarding Tactical Emergency Medical Services (hereinafter referred to as “TEMS”), as well as having its employees, who are trained and certified to provide TEMS, available to provide TEMS during SCIT Tactical Incidents; and

WHEREAS, the SCIT and Brookfield wish to formalize their intergovernmental cooperation and mutual aid agreement through this Agreement.

NOW, THEREFORE, SCIT and Brookfield do hereby covenant and agree as follows:

1. For purposes of this Agreement, the following definitions shall apply:
 - a. **Aiding Agency** – A municipality furnishing emergency services equipment and personnel to a Requesting Agency, pursuant to this Agreement.
 - b. **Mutual Aid** – services provided by an Aiding Agency to a Requesting Agency outside the Aiding Agency’s home jurisdiction due to a Tactical Incident.
 - c. **Requesting Agency** – a municipality requesting emergency services equipment and personnel due to a Tactical Incident.
 - d. **Tactical Incident** – an emergency situation or potential situation that threatens or causes loss of life and property and exceeds the physical and organizational capabilities of a unit of local government.
2. Brookfield and the SCIT acknowledge they have been duly authorized by the municipalities participating in this SCIT and its governing body to enter into, and

from time to time execute, agreements with other municipalities for mutual aid related to fire and police services.

3. The parties acknowledge that whenever a Tactical Incident occurs that is of such magnitude and consequence that results in utilization of the SCIT team, the availability and assistance of emergency medical personnel who have received training and are certified to provide TEMS would be beneficial.
4. In consideration of Brookfield permitting TEMS-certified staff to assist the SCIT on a mutual aid basis, SCIT agrees to assist Brookfield in training of its Fire Department personnel for TEMS so as to obtain certification for Brookfield Fire Department personnel to provide TEMS.
5. To ensure operational readiness, Brookfield agrees to regularly have its Fire Department's TEMS personnel attend SCIT training as required by the SCIT Governing Board and any policies or procedures issued by the Board.
6. Whenever a Tactical Incident occurs or is likely to occur, the Senior On-duty Officer of the Requesting Agency shall request trained TEMS Brookfield Fire Department personnel who have been approved by the SCIT Governing Board to aid the SCIT. The Senior On-duty Officer of Brookfield's Fire Department, upon receiving a request from the Senior On-duty Officer of the Requesting Agency, shall determine as soon as reasonably practicable what resources of the Brookfield Fire Department are required to address the situation and, in addition, to determine if the required equipment and personnel can be committed in response to the request from the Requesting Agency. If a determination is made by the Brookfield Fire Department Senior On-duty Officer that staff and equipment are available and can be deployed in response to the incident, the Brookfield Fire Department Supervisor shall dispatch, as soon as possible, the personnel and equipment to the Requesting Agency in accordance with the SCIT's Governing Board's policies and/or procedures.
7. The rendering of assistance by the Brookfield Fire Department, under the terms of this Agreement, is not mandatory. The Brookfield Fire Department Senior On-duty Officer may determine not to respond, for example, if the available personnel and equipment are required for the protection of Brookfield Fire Department's home jurisdiction. In that event, the Brookfield Fire Department's Senior On-duty Officer must immediately notify the Requesting Agency of that circumstance.
8. The Senior On-duty Officer of the Requesting Agency shall assume full responsibility and incident command for the operations for the Tactical Incident along with the SCIT Tactical Commander. The Brookfield Fire Department's TEMS personnel shall be fully responsible, however, for operational decisions involving medical treatment in coordination with the Senior On-Duty Officer of the Requesting Agency and the SCIT Tactical Commander.

9. The Requesting Agency may request mutual aid under this Agreement only for Tactical Incidents. The Brookfield Fire Department TEMS personnel will be released and returned to duty in their home jurisdiction as soon as the situation is restored to the point where the assistance of the Brookfield Fire Department's TEMS personnel are no longer necessary. The Brookfield Fire Department may also request that their personnel return to duty in their home jurisdiction at any time, upon notifying the SCIT Tactical Commander, if the Brookfield Fire Department's senior on-duty officer determines the required equipment and personnel can no longer be committed to the Tactical Incident.
10. Each participating agency of SCIT and the Brookfield Fire Department assume the responsibility, including legal and financial responsibility, for members of their own departments acting pursuant to this Agreement. All expenses incurred during participation in this Agreement shall be borne by each party, and parties shall not be required to pay or reimburse any other party for any expenses incurred in the course of participation, except as set forth in this paragraph. In the case of highly unusual or excessively burdensome expenses, worker's compensation, or significant events involving death or serious injury to an officer or personnel, Wis. Stat. §§ 66.0313 and 66.0513 will apply, including for the Brookfield Fire Department under this Agreement, and an Aiding Agency may submit requests for reimbursement to the Requesting Agency. Nothing herein shall be interpreted to prevent the parties from voluntarily cooperating in the services contemplated by this Agreement, including voluntary sharing of equipment or facilities and voluntarily providing services without seeking reimbursement of costs. Each party hereby authorizes its Chief/Sheriff to exercise discretion in cooperating with the other parties.
11. The Brookfield Fire Department may withdraw from participation in this Agreement upon ninety (90) days written notice to the other parties. The SCIT municipalities may withdraw from participation in this Agreement upon 90 days written notice to the Brookfield Fire Department upon a majority vote of the SCIT Governing Board.
12. Except as set forth in Section 10 above, the parties to this Agreement acknowledge that the provisions of Wisconsin Statutes §§ 66.0313, 66.0513, 895.35 and 895.46 are incorporated into this Agreement and shall apply to this relationship between the parties. To ensure compliance with state law and to avoid ambiguity, all future amendments and recodification of the foregoing statutes and judicial interpretations thereof are incorporated herein and shall apply.
13. Nothing contained within this paragraph or Agreement is intended to be a waiver or estoppel of the ability of municipality or its insurer to rely upon the limitations, defenses and immunities set forth under Wisconsin law, including those contained under Wisconsin Statute §§ 893.80, 895.52 and 345.05. To the extent that indemnification is available and enforceable, the municipality or its insurer shall

not be liable in indemnity or contribution for an amount greater than the limits of liability for municipal claims under Wisconsin Law.

14. Each party shall maintain insurance coverage to protect against risks arising out of this Agreement, which shall include general liability coverage with contractual liability coverage, automobile liability coverage, workers compensation coverage and such additional coverage in amounts as further specified by the Chiefs or parties.
15. This Agreement is solely between the parties, each of whom acts individually in the performance of this Agreement. There are no third-party beneficiaries to this Agreement and no separate entities are hereby created.
16. This Agreement shall become effective upon its passage and publication by each party's governing body, in the manner provided by law, and its execution by the authorized officials.
17. This Agreement may be executed in multiple counterparts, each of which is an original and all of which taken together form one single document. Signatures delivered in original form or electronically shall be effective.
18. This Agreement may be amended, but only in writing duly executed by all the parties.
19. The provisions of this Agreement are severable and if a court of competent jurisdiction holds any portion of this Agreement unconstitutional or invalid, the remainder of this Agreement shall not be affected and shall remain in full force and effect.

[Signature Pages to Follow]

**SCIT:
City of New Berlin**

By: _____
Mayor David Ament

By: _____
Police Chief Jeff Hingiss

STATE OF WISCONSIN)
) ss.
COUNTY OF WAUKESHA)

Personally came before me, this ____ day of _____, 2024, the above-named David Ament and Jeff Hingiss, to me known to be the persons who executed the foregoing instrument and acknowledged the same.

Rubina Medina, City Clerk
Notary Public, State of Wisconsin
My Commission expires: _____

**SCIT:
Village of Hartland**

By: _____
President Jeffrey Pfannerstill

By: _____
Police Chief Torin Misko

STATE OF WISCONSIN)
) ss.
COUNTY OF WAUKESHA)

Personally came before me, this ____ day of _____, 2024, the above-named Jeffrey Pfannerstill and Torin Misko, to me known to be the person who executed the foregoing instrument and acknowledged the same.

Santee Policello, Village Clerk
Notary Public, State of Wisconsin
My Commission expires: _____

**SCIT:
Village of Mukwonago**

By: _____
President Fred Winchowky

By: _____
Police Chief Dan Streit

STATE OF WISCONSIN)
) ss.
COUNTY OF WAUKESHA)

Personally came before me, this ____ day of _____, 2024, the above-named Fred Winchowky and Dan Streit, to me known to be the person who executed the foregoing instrument and acknowledged the same.

Diana Dykstra, Village Clerk-Treasurer
Notary Public, State of Wisconsin
My Commission expires: _____

**SCIT:
Village of Pewaukee**

By: _____
President Jeff Knutson

By: _____
Police Chief Tim Heier

STATE OF WISCONSIN)
) ss.
COUNTY OF WAUKESHA)

Personally came before me, this ____ day of _____, 2024, the above-named Jeff Knutson and Tim Heier, to me known to be the person who executed the foregoing instrument and acknowledged the same.

Cassandra Smith, Village Clerk
Notary Public, State of Wisconsin
My Commission expires: _____

MUTUAL AID AGREEMENT

Pursuant to the authority granted by Wis. Stat. § 66.0301, this Mutual Aid Agreement (hereinafter “Agreement”) is made and entered into this ____ day of _____, 2024, by and between the Cities of Brookfield, Muskego, and New Berlin, and the Villages of Elm Grove, Hartland, Mukwonago, and Pewaukee (hereinafter collectively referred to as “SCIT”) and the LAKE COUNTRY FIRE AND RESCUE FIRE BOARD (hereinafter referred to as the “Board”).

WHEREAS, the Cities of Brookfield, Delafield, Muskego and New Berlin, as well as the Villages of Chenequa, Elm Grove, Hartland, Mukwonago, and Pewaukee have entered into the Suburban Critical Incident Team Mutual Aid Agreement (“SCIT Agreement”) pursuant to Wisconsin Statutes Section 66.0301 for purposes of providing mutual aid between the various communities to address situations which may occur that are beyond the ability of any one of the individual participating communities to deal with in terms of personnel, equipment, and available resources; and

WHEREAS, the SCIT Agreement acknowledges and is subject to Wisconsin Statute § 66.0313 dealing with law enforcement mutual assistance; Wisconsin Statute § 66.0513, dealing with police pay when acting outside a municipality or county; Wisconsin Statute § 895.35, dealing with expenses and actions against municipal and other officers; and § 895.46, dealing with judgments being paid by political subdivisions regarding judgments taken against officers; and

WHEREAS, the Board is responsible for overseeing the operation of the Lake Country Fire and Rescue, which was created by an Inter-municipal Agreement between the Villages of Chenequa, Nashotah, Oconomowoc Lake and Wales, as well as the Towns of Delafield and Genesee, and the City of Delafield for the purpose of providing fire and paramedic protection by a Joint Fire Department; and

WHEREAS, the Board is interested in enabling members of its Department to receive training regarding Tactical Emergency Medical Services (hereinafter referred to as “TEMS”), as well as qualifying employees of the Lake Country Fire Department (hereinafter referred to as the “LCFR Department”), who are trained and certified to provide TEMS, available to provide TEMS during SCIT Tactical Incidents; and

WHEREAS, the SCIT and the Board wish to formalize their intergovernmental cooperation and mutual aid agreement through this Agreement.

NOW, THEREFORE, SCIT and the Board do hereby covenant and agree as follows:

1. For purposes of this Agreement, the following definitions shall apply:
 - a. **Aiding Agency** – A municipality furnishing emergency services equipment and personnel to a Requesting Agency, pursuant to this Agreement.

- b. **Mutual Aid** – services provided by an Aiding Agency to a Requesting Agency outside the Aiding Agency’s home jurisdiction due to a Tactical Incident.
 - c. **Requesting Agency** – a municipality requesting emergency services equipment and personnel due to a Tactical Incident.
 - d. **Tactical Incident** – an emergency situation or potential situation that threatens or causes loss of life and property and exceeds the physical and organizational capabilities of a unit of local government.
2. The Board and the SCIT acknowledge they have been duly authorized by the municipalities participating in this SCIT and the LCFR Department to enter into, and from time to time execute, agreements with other municipalities for mutual aid related to fire and police services.
 3. The parties acknowledge that whenever a Tactical Incident occurs that is of such magnitude and consequence that results in utilization of the SCIT team, the availability and assistance of emergency medical personnel who have received training and are certified to provide TEMS would be beneficial.
 4. In consideration of the Board permitting TEMS-certified staff to assist the SCIT on a mutual aid basis, SCIT agrees to assist the LCFR Department in training of LCFR Department personnel for TEMS so as to obtain certification for LCFR Department personnel to provide TEMS.
 5. To ensure operational readiness, the LCFR Department agrees to regularly have TEMS personnel attend SCIT training as required by the SCIT Governing Board and any policies or procedures issued by the Board.
 6. Whenever a Tactical Incident occurs or is likely to occur, the Senior On-duty Officer of the Requesting Agency shall request trained TEMS LCFR personnel who have been approved by the SCIT Governing Board to aid the SCIT. The Senior On-duty Officer of the LCFR Department, upon receiving a request from the Senior On-duty Officer of the Requesting Agency, shall determine as soon as reasonably practicable what resources of the LCFR Department are required to address the situation and, in addition, to determine if the required equipment and personnel can be committed in response to the request from the Requesting Agency. If a determination is made by the LCFR Senior On-duty Officer that staff and equipment are available and can be deployed in response to the incident, the LCFR Department Supervisor shall dispatch, as soon as possible, the personnel and equipment to the Requesting Agency in accordance with the SCIT’s Governing Board’s policies and/or procedures.
 7. The rendering of assistance by the LCFR Department, under the terms of this Agreement, is not mandatory. The LCFR Senior On-duty Officer may determine not to respond, for example, if the available personnel and equipment are required for the protection of the LCFR’s home jurisdiction. In that event, the LCFR

Department's Senior On-duty Officer must immediately notify the Requesting Agency of that circumstance.

8. The Senior On-duty Officer of the Requesting Agency shall assume full responsibility and incident command for the operations for the Tactical Incident along with the SCIT Tactical Commander,. The LCFR Department TEMS personnel shall be fully responsible, however, for operational decisions involving medical treatment in coordination with the Senior On-Duty Officer of the Requesting Agency and the SCIT Tactical Commander.
9. The Requesting Agency may request mutual aid under this Agreement only for Tactical Incidents. The LCFR Department TEMS personnel will be released and returned to duty in their home jurisdiction as soon as the situation is restored to the point where the assistance of the LCFR Department's TEMS personnel are no longer necessary. The LCFR Department may also request that their personnel return to duty in their home jurisdiction at any time, upon notifying the SCIT Tactical Commander, if the LCFR Department's senior on-duty officer determines the required equipment and personnel can no longer be committed to the Tactical Incident.
10. Each participating agency of SCIT and the LCFR Department assume the responsibility, including legal and financial responsibility, for members of their own departments acting pursuant to this Agreement. All expenses incurred during participation in this Agreement shall be borne by each party, and parties shall not be required to pay or reimburse any other party for any expenses incurred in the course of participation, except as set forth in this paragraph. In the case of highly unusual or excessively burdensome expenses, worker's compensation, or significant events involving death or serious injury to an officer or personnel, Wis. Stat. §§ 66.0313 and 66.0513 will apply, including for LCFR under this Agreement, and an Aiding Agency may submit requests for reimbursement to the Requesting Agency. Nothing herein shall be interpreted to prevent the parties from voluntarily cooperating in the services contemplated by this Agreement, including voluntary sharing of equipment or facilities and voluntarily providing services without seeking reimbursement of costs. Each party hereby authorizes its Chief/Sheriff to exercise discretion in cooperating with the other parties.
11. The LCFR Department may withdraw from participation in this Agreement upon ninety (90) days written notice to the other parties. The SCIT municipalities may withdraw from participation in this Agreement upon 90 days written notice to the LCFR Department upon a majority vote of the SCIT Governing Board.
12. Except as set forth in Section 10 above, the parties to this Agreement acknowledge that the provisions of Wisconsin Statutes §§ 66.0313, 66.0513, 895.35 and 895.46 are incorporated into this Agreement and shall apply to this relationship between the parties. To ensure compliance with state law and to avoid ambiguity, all future

amendments and recodification of the foregoing statutes and judicial interpretations thereof are incorporated herein and shall apply.

13. Nothing contained within this paragraph or Agreement is intended to be a waiver or estoppel of the ability of municipality or its insurer to rely upon the limitations, defenses and immunities set forth under Wisconsin law, including those contained under Wisconsin Statute §§ 893.80, 895.52 and 345.05. To the extent that indemnification is available and enforceable, the municipality or its insurer shall not be liable in indemnity or contribution for an amount greater than the limits of liability for municipal claims under Wisconsin Law.
14. Each party shall maintain insurance coverage to protect against risks arising out of this Agreement, which shall include general liability coverage with contractual liability coverage, automobile liability coverage, workers compensation coverage and such additional coverage in amounts as further specified by the Chiefs or parties.
15. This Agreement is solely between the parties, each of whom acts individually in the performance of this Agreement. There are no third-party beneficiaries to this Agreement and no separate entities are hereby created.
16. This Agreement shall become effective upon its passage and publication by each party's governing body, in the manner provided by law, and its execution by the authorized officials.
17. This Agreement may be executed in multiple counterparts, each of which is an original and all of which taken together form one single document. Signatures delivered in original form or electronically shall be effective.
18. This Agreement may be amended, but only in writing duly executed by all the parties.
19. The provisions of this Agreement are severable and if a court of competent jurisdiction holds any portion of this Agreement unconstitutional or invalid, the remainder of this Agreement shall not be affected and shall remain in full force and effect.

[Signature Pages to Follow]

**SCIT:
City of Brookfield**

By: _____
Mayor Steven V. Ponto

By: _____
Police Chief James Adlam

Michelle Luedtke, City Clerk

STATE OF WISCONSIN)
) ss.
COUNTY OF WAUKESHA)

Personally came before me, this ____ day of _____, 2024, the above-named Seven V. Ponto, Michelle Luedtke, and James Adlam, to me known to be the persons who executed the foregoing instrument and acknowledged the same.

Renee Tadych, Deputy City Clerk
Notary Public, State of Wisconsin
My Commission expires: _____



**SCIT:
City of Muskego**

By: _____
Mayor Rick Petfalski

By: _____
Police Chief Steve Westphal

STATE OF WISCONSIN)
) ss.
COUNTY OF WAUKESHA)

Personally came before me, this ____ day of _____, 2024, the above-named Rick Petfalski and Steve Westphal, to me known to be the persons who executed the foregoing instrument and acknowledged the same.

Kerri Roller, City Clerk
Notary Public, State of Wisconsin
My Commission expires: _____

**SCIT:
City of New Berlin**

By: _____
Mayor David Ament

By: _____
Police Chief Jeff Hingiss

STATE OF WISCONSIN)
) ss.
COUNTY OF WAUKESHA)

Personally came before me, this ____ day of _____, 2024, the above-named David Ament and Jeff Hingiss, to me known to be the persons who executed the foregoing instrument and acknowledged the same.

Rubina Medina, City Clerk
Notary Public, State of Wisconsin
My Commission expires: _____

**SCIT:
Village of Hartland**

By: _____
President Jeffrey Pfannerstill

By: _____
Police Chief Torin Misko

STATE OF WISCONSIN)
) ss.
COUNTY OF WAUKESHA)

Personally came before me, this ____ day of _____, 2024, the above-named Jeffrey Pfannerstill and Torin Misko, to me known to be the person who executed the foregoing instrument and acknowledged the same.

Santee Policello, Village Clerk
Notary Public, State of Wisconsin
My Commission expires: _____

**SCIT:
Village of Mukwonago**

By: _____
President Fred Winchowky

By: _____
Police Chief Dan Streit

STATE OF WISCONSIN)
) ss.
COUNTY OF WAUKESHA)

Personally came before me, this ____ day of _____, 2024, the above-named Fred Winchowky and Dan Streit, to me known to be the person who executed the foregoing instrument and acknowledged the same.

Diana Dykstra, Village Clerk-Treasurer
Notary Public, State of Wisconsin
My Commission expires: _____

**SCIT:
Village of Pewaukee**

By: _____
President Jeff Knutson

By: _____
Police Chief Tim Heier

STATE OF WISCONSIN)
) ss.
COUNTY OF WAUKESHA)

Personally came before me, this ____ day of _____, 2024, the above-named Jeff Knutson and Tim Heier, to me known to be the person who executed the foregoing instrument and acknowledged the same.

Cassandra Smith, Village Clerk
Notary Public, State of Wisconsin
My Commission expires: _____

LCF Department

(Lake Country Fire Department):

**City of Delafield, Village of Chenequa, Village of Nashotah, Village of Oconomowoc Lake,
Village of Wales, Town of Delafield and Town of Genesee**

By: _____
Rob Bennett, LCFR Fire Board President

By: _____
Fire Chief Matt Fenning

STATE OF WISCONSIN)
) ss.
COUNTY OF WAUKESHA)

Personally came before me, this ____ day of _____, 2024, the above-named Rob Bennett and Matt Fenning, to me known to be the person who executed the foregoing instrument and acknowledged the same.

Notary Public, State of Wisconsin
My Commission expires: _____

	City of Brookfield	Village of Chenequa	City of Delafield
	Village of Elm Grove	Village of Hartland	Village of Mukwonago
	City of Muskego	City of New Berlin	Village of Pewaukee

Title:	Suburban Critical Incident Team Mutual Aid Agreement				
Issued:	09-12-95	Updated:	01-13-24	Pages:	13

The undersigned Agencies agree pursuant to Wisconsin Statutes as follows:

Section 1. PURPOSE OF AGREEMENT

This Agreement is made in recognition of the fact that situations may occur which are beyond the ability of the individual law enforcement Agency to deal with effectively in terms of personnel, equipment and available resources. Each Agency in the Suburban Critical Incident Team (SCIT) expresses its intent to assist the other Agencies by assigning some of its specially trained personnel and available resources to permit the law enforcement Agency of each municipality to more fully safeguard the lives, persons and property of all citizens.

Section 2. DEFINITIONS

For the purpose of this Agreement, the following terms are defined as follows:

A. AGENCY

A law enforcement organization recognized by its city, village, town, county or state.

B. AIDING AGENCY

A municipality furnishing police equipment and personnel to a Requesting Agency, pursuant to this Agreement.

C. ASSIGNMENTS

A predetermined listing of Aiding Agency personnel and equipment that will respond to aid a Requesting Agency.

D. CHIEF

The head of law enforcement for a Participating Agency is referred to herein as “Chief,” and collectively the heads of law enforcement for all Participating Agencies are referred to herein as “Chiefs.” Collectively, and individually the “Chief.”

E. GOVERNING BOARD

Consists of the Police Chiefs of the Participating Agencies.

F. MUTUAL AID

Services provided by an Aiding Agency to a Requesting Agency outside the Aiding Agency's home jurisdiction to a Tactical Incident.

G. PARTICIPATING AGENCY

An Agency that commits itself to this Mutual Aid Agreement by adopting an ordinance or resolution authorizing participation.

H. REQUESTING AGENCY

A municipality requesting police equipment and personnel due to a Tactical Incident, pursuant to this Agreement.

I. SUBURBAN CRITICAL INCIDENT TEAM

The Wisconsin law enforcement Agencies participating in this Mutual Aid Agreement, collectively.

J. TACTICAL INCIDENT

An emergency situation or potential situation that threatens or causes loss of life and property and exceeds the physical and organizational capabilities of a unit of local government.

Section 3. AGREEMENT TO EFFECTUATE THE MUTUAL AID PLAN

The senior on-duty officer of each Participating Agency is authorized to do the following:

- A. Whenever a Tactical Incident occurs or is likely to occur, the Requesting Agency's senior on-duty officer shall request assistance of the Aiding Agencies under the terms of this Agreement.
- B. The senior on-duty officers of the Aiding Agencies are authorized to and shall take the following action upon receipt of a request for aid pursuant to this Agreement:
 - 1. Promptly determine what resources are required according to the situation.
 - 2. Promptly determine if the required personnel and equipment can be committed in response to the request from the Requesting Agency.
 - 3. If so, promptly dispatch the required personnel and equipment to the Requesting Agency in accordance with team operating procedures.
- C. The rendering of assistance under the terms of this Agreement is not mandatory. The Aiding Agency's senior on-duty officer may determine not to respond, for example, if the available personnel and equipment are required for the Aiding Agency's protection. In that event, the

Aiding Agency's senior on-duty officer must promptly notify the Requesting Agency of the same. The senior on-duty officer's judgment is final.

- D. The Requesting Agency's senior on-duty officer shall assume full responsibility and incident command for operations for the Tactical Incident along with the SCIT Tactical Commander.
- E. The Requesting Agency may request Mutual Aid under this Agreement only for Tactical Incidents. Aiding Agencies will be released and returned to duty in their home jurisdictions as soon as the situation is restored to the point which permits the Requesting Agency to adequately handle it with its own resources. Aiding Agencies may also return to duty in their own home jurisdiction at any time, upon notifying the SCIT Tactical Commander, if the Aiding Agency's senior on-duty officer determines the required equipment and personnel can no longer be committed to the Tactical Incident.

Section 4. STATUTORY AUTHORITIES

This Agreement is entered pursuant to Wisconsin Statutes §66.0301. The following statutory rights and responsibilities shall apply.

- A. Wisconsin Statutes §66.0313: Law enforcement; mutual assistance.
- B. Wisconsin Statutes §66.0513: Police, pay when acting outside county or municipality.
- C. Wisconsin Statutes §895.35: Expenses in actions against municipal and other officers.
- D. Wisconsin Statutes §895.46: State and political subdivisions thereof to pay judgments taken against officers.

To ensure compliance with State laws and to avoid ambiguity, all future amendments and recodification of the foregoing statutes, and judicial interpretations thereof, are incorporated herein and shall apply. Nothing contained within this paragraph or Agreement is intended to be a waiver or estoppel of the municipality or its insurer to rely upon the limitations, defenses, and immunities contained within Wisconsin law, including those contained with Wisconsin Statutes 893.80, 895.52, and 345.05. To the extent that indemnification is available and enforceable, the municipality or its insurer shall not be liable in indemnity or contribution for an amount greater than the limits of liability for municipal claims established by Wisconsin law.

Section 5. EXPENSES

All expenses incurred during participation in this Agreement shall be borne by each Participating Agency, and Participating Agencies shall not be required to pay or reimburse any other Participating Agency for any expenses incurred in the course of participation, except as set forth in this paragraph. In the case of highly unusual or excessively burdensome expenses, worker's compensation, or significant events involving death or serious injury to an officer, Wis. Stat. §§ 66.0313 and 66.0513 will apply, and an Aiding Agency may submit requests for reimbursement to the Requesting Agency. Nothing herein shall be interpreted to prevent Participating Agencies from voluntarily cooperating in law enforcement services, including voluntary sharing of equipment or facilities and voluntarily providing services without seeking reimbursement of costs. Each Participating Agency hereby authorizes its Chief/Sheriff to exercise discretion in cooperating with Participating Agencies.

Section 6. INSURANCE

Each Participating Agency shall maintain insurance coverage to protect against risks arising out of this Agreement, which shall include general liability coverage with contractual liability coverage, automobile liability coverage, workers compensation coverage, and such additional coverage and amounts as further specified by the Chiefs/Sheriffs.

Section 7. NO THIRD-PARTY BENEFICIARIES

This Agreement is solely between the Participating Agencies, each of whom acts individually in the performance of this Agreement. There are no third-party beneficiaries to this Agreement. No separate entities are hereby created.

Section 8. ADMINISTRATION

This Agreement shall be administered within the SCIT By-Laws by the Governing Board of the Participating Agencies.

Section 9. TERMINATION

Any Participating Agency may voluntarily withdraw from this Agreement by notifying the Chiefs of the other Participating Agencies in writing, whereupon the withdrawing Agency will terminate participation ninety (90) days from the date of written notice. The Chiefs may adopt procedures for involuntarily terminating Agencies who fail to comply with the terms of this Agreement or By-laws and may exercise that authority.

Section 10. EFFECTIVE DATE

This Agreement shall be in full force and in effect with the passage and approval of an Ordinance or Resolution by each Participating Agency's municipal governing body, in the manner provided by law, and its execution by authorized officials. This Agreement supersedes any agreement between any of the Participating Agencies concerning the Suburban Critical Incident Team.

Section 11. COUNTERPARTS

This Agreement may be executed in multiple counterparts, each of which is an original and all of which taken together form one single document. Signatures delivered in original form or electronically shall be effective.

Section 12. AMENDMENTS AND SEVERABILITY.

This Agreement may be amended, but only in writing duly executed by all the parties. The provisions of this Agreement are severable and if a court of competent jurisdiction holds any portion of this Agreement unconstitutional or invalid, the remainder of this Agreement shall not be affected and shall remain in full force and effect.

City of Brookfield

By: _____
Mayor Steven V. Ponto

By: _____
Police Chief James Adlam

Michelle Luedtke, City Clerk

STATE OF WISCONSIN)
) ss.
COUNTY OF WAUKESHA)

Personally came before me, this ____ day of _____, 2024, the above-named Steven V. Ponto, Michelle Luedtke, and James Adlam, to me known to be the persons who executed the foregoing instrument and acknowledged the same.

Renee J. Tadych, Deputy City Clerk
Notary Public, State of Wisconsin
My Commission expires: _____



City of Delafield

By: _____
Mayor Kent Atwell

By: _____
Police Chief Landon Nyren

STATE OF WISCONSIN)
) ss.
COUNTY OF WAUKESHA)

Personally came before me, this ____ day of _____, 2024, the above-named Kent Atwell and Landon Nyren, to me known to be the persons who executed the foregoing instrument and acknowledged the same.

Molly Schneider, City Clerk
Notary Public, State of Wisconsin
My Commission expires: _____

City of Muskego

By: _____
Mayor Rick Petfalski

By: _____
Police Chief Steve Westphal

STATE OF WISCONSIN)
) ss.
COUNTY OF WAUKESHA)

Personally came before me, this ____ day of _____, 2024, the above-named Rick Petfalski and Steve Westphal, to me known to be the persons who executed the foregoing instrument and acknowledged the same.

Kerri Roller, City Clerk
Notary Public, State of Wisconsin
My Commission expires: _____

City of New Berlin

By: _____
Mayor David Ament

By: _____
Police Chief Jeff Hingiss

STATE OF WISCONSIN)
) ss.
COUNTY OF WAUKESHA)

Personally came before me, this ____ day of _____, 2024, the above-named David Ament and Jeff Hingiss, to me known to be the persons who executed the foregoing instrument and acknowledged the same.

Rubina Medina, City Clerk
Notary Public, State of Wisconsin
My Commission expires: _____

Village of Chenequa

By: _____
President JoAnn Villacencio

By: _____
Police Chief Dan Neumer

STATE OF WISCONSIN)
) ss.
COUNTY OF WAUKESHA)

Personally came before me, this ____ day of _____, 2024, the above-named JoAnn Villacencio and Dan Neumer, to me known to be the person who executed the foregoing instrument and acknowledged the same.

Deanna Braunshweig, Village Clerk-Treasurer
Notary Public, State of Wisconsin
My Commission expires: _____

Village of Elm Grove

By: _____
President Jim Koleski

By: _____
Police Chief Jason Hennen

STATE OF WISCONSIN)
) ss.
COUNTY OF WAUKESHA)

Personally came before me, this ____ day of _____, 2024, the above-named Jim Koleski and Jason Hennen, to me known to be the person who executed the foregoing instrument and acknowledged the same.

Thomas Harrigan, Interim Village Clerk-Treasurer
Notary Public, State of Wisconsin
My Commission expires: _____

Village of Hartland

By: _____
President Jeffrey Pfannerstill

By: _____
Police Chief Torin Misko

STATE OF WISCONSIN)
) ss.
COUNTY OF WAUKESHA)

Personally came before me, this ____ day of _____, 2024, the above-named Jeffrey Pfannerstill and Torin Misko, to me known to be the person who executed the foregoing instrument and acknowledged the same.

Santee Policello, Village Clerk
Notary Public, State of Wisconsin
My Commission expires: _____

Village of Mukwonago

By: _____
President Fred Winchowky

By: _____
Police Chief Dan Streit

STATE OF WISCONSIN)
) ss.
COUNTY OF WAUKESHA)

Personally came before me, this ____ day of _____, 2024, the above-named Fred Winchowky and Dan Streit, to me known to be the person who executed the foregoing instrument and acknowledged the same.

Diana Dykstra, Village Clerk-Treasurer
Notary Public, State of Wisconsin
My Commission expires: _____

Village of Pewaukee

By: _____
President Jeff Knutson

By: _____
Police Chief Tim Heier

STATE OF WISCONSIN)
) ss.
COUNTY OF WAUKESHA)

Personally came before me, this ____ day of _____, 2024, the above-named Jeff Knutson and Tim Heier, to me known to be the person who executed the foregoing instrument and acknowledged the same.

Cassandra Smith, Village Clerk
Notary Public, State of Wisconsin
My Commission expires: _____

As you are aware, the Village Board authorized the development of a strategic plan for the fire department, facilitated by 5 Bugle Training & Consulting. While a number of strategic goals have been identified, the primary outcome of the study is to recognize that the fire department call volume has reached the point of warranting a full-time career department to replace the present combination of full-time, part-time and paid-on-premises employees. There will be a cost factor involved in this that would require a referendum like what other municipalities in our area have done in support of their fire and EMS emergency services, or another type of funding source. We can work to develop a referendum if the Village desires to continue down this path, but before that I am reaching out to see what questions or concerns the Board may have regarding emergency service delivery under a new career fire department model.

Bruce Fuerbringer of 5 Bugle will present the details of the proposed strategic plan at our April 8th meeting and will provide details of how the need for a 24/7 career model was derived, and I will help explain the fiscal impact. We want to make sure that we are prepared to answer any of your questions. If questions develop as a result of the presentation, Bruce will be prepared to provide answers at that time as well.

Thank you for your assistance in helping bring the strategic planning process to a successful conclusion.

Hartland Fire Department



2024 – 2027 Strategic Plan



Facilitated and prepared by
Five Bugle Training & Consulting, L.L.C.



Bruce A. Fuerbringer, M.S., EFO
W6095 Rock Creek Rd.
Mondovi, WI 54755
(715) 577-8944

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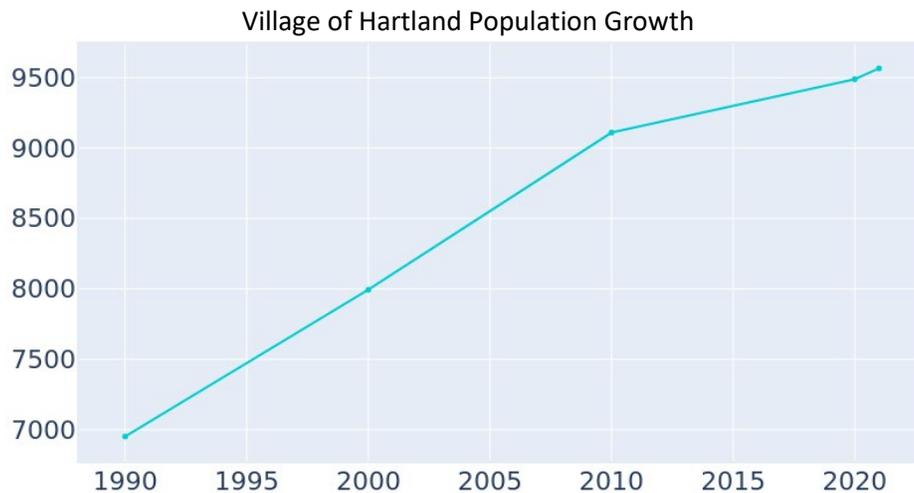
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Executive Summary

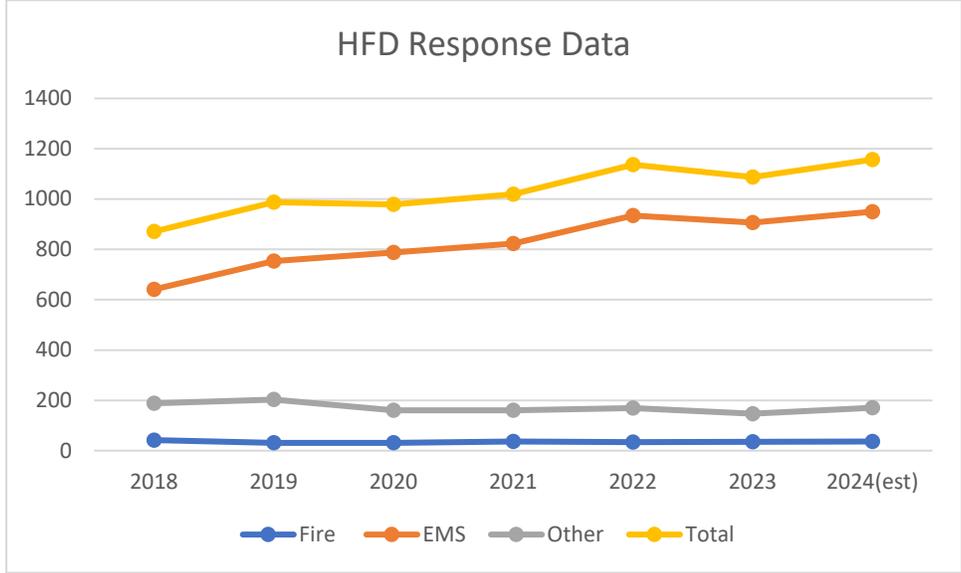
The Village of Hartland, although established in 1892, had served as a transportation hub for area business and recreation since the Milwaukee and Watertown Railroad reached it in 1854. The fire service played an early role in protecting the area as well, and the Fire House facilities were used for Village board meetings until the first Village Hall was completed in 1930. Today the Village continues to be known as “A Great Place to Live,” and while it continues to offer the charm of a small town, it has also continued to grow at a modest, but steady rate.

The Hartland Fire Department (HFD) was a completely volunteer fire department until it began evolving into a part-time paid department in November 1978 and hired its first full-time fire chief in 2014. For decades, local volunteer citizens of the Village served as the foundation of the HFD, comprising most of the fire department staffing. Over the years, the HFD has come to rely on volunteers and employees, both full-and part-time, that live outside Village limits to meet staffing requirements, with only about 20% of the fire department roster living within Village limits.

Steady growth, both in terms of population and business development, has resulted in an accompanying increase in demand for Village fire department services, primarily emergency medical services (EMS), not unlike other fire departments across the state and nation.



Year	Population	Rank in US	Growth Rate
2023	10,084	3,236	0.9%
2020	9,501	3,247	0.4%
2010	9,110	3,156	1.3%
2000	7,994	3,239	1.4%
1990	6,952	3,259	—



The Hartland Fire Department (HFD) is evolving from a historically volunteer department to a paid-on-premises and now includes a contingent of full-time firefighter/paramedics in addition to a full-time fire chief and administrative assistant. In addition to meeting increased service demands, the HFD recognizes the importance of continuing to evolve into a progressive department that continuously strives to improve service delivery to its citizens. The Village has made continued efforts to ensure the HFD has excellent equipment and tools with which to respond to emergencies, and a *Capital Improvement Plan* (CIP) has been developed to ensure that equipment is updated before it becomes ineffective or obsolete.

Progressive efforts will continue to be accomplished by increasing the number of full-time professional firefighters/emergency medical personnel and relying less on paid-on-premises personnel. Doing so also increases the stability of the workforce and reduces the on-boarding costs and training of new part-time personnel that is currently required due to turnover. Another demonstration of the Department’s dedication to increased professionalism and quality is including area chief fire officers as promotional assessors. Finally, the Department’s dedication to the Strategic Planning process and workforce development efforts is developing a culture of professional excellence and mutual respect that is further developing throughout the fire departments of Waukesha County.

Achieving desired base service levels for fire protection and emergency medical services will allow the HFD to focus even more on the professional development of its personnel. Four strategic priorities have been developed to help achieve this. These priorities represent the target areas for continued improvement as well as the fiscal challenges that face the Village of Hartland due to property tax levy restrictions the State continues to impose:

1. Operational Effectiveness
2. Community Involvement
3. Workforce Development
4. Financial Sustainability

Through extensive interviews with both internal and external stakeholders, and in-house leadership/process development training, the following strategic goals for 2024-2027 were developed:

- I. In 2024, complete a Strategic Human Resource Management Plan (SHRMP) based on 90-day, 1-year, and 3-year goals that include addressing staffing, retention, and succession planning; Identify payroll and fiscal strategies to support the SHRMP.
- II. Review and reorganize department positions as needed to maximize resources to increase operational and administrative effectiveness and help make the HFD the fire department of choice in recruiting efforts.
- III. Develop a Social Outreach Program that addresses current and future Department recruiting efforts as well as community service needs based on increasing candidate/customer diversification and changing population demographics.
- IV. Continue to investigate opportunities for the regional sharing of services that will improve the Department's ability to meet increased service demands.
- V. Identify EMS trends and related broad-based deliverables to help address the community's current and future medical needs.
- VI. Conduct a thorough inventory and review of the HFD capital fleet and response equipment to determine appropriateness, practicality to meet response and mitigation needs, age, quality, and practical investment.

The greatest challenge the HFD continues to face is adequate and consistent staffing to avoid relying on mutual aid to respond to calls that occur concurrently or within a short timeframe. The Village was able to hire two (2) additional personnel in early 2024 due to an increase in State provided funding for emergency services. Of the 3 applicants, two were still in paramedic school and one was a trained paramedic. The student hired cannot provide consistent staffing hours at this point, and the trained paramedic is being used to fill in for another medic that is on leave for an undetermined period. Therefore, the HFD has not yet seen the benefits of the two additional positions, outside of potentially being in even worse scheduling shape if they had not been able to be hired.

There is a point at which municipalities with combination fire departments experiencing continuous growth in call volumes must decide if they can continue to provide effective service, or if the transition to a fully staffed career fire department is warranted. The Village of Hartland has reached that point.

Transitioning to a career fire department will come with a cost factor and may require a local referendum to gain the support of the citizens. Several other municipalities in Waukesha County who were in similar situations as the Village of Hartland, have successfully passed a referendum to support and grow their fire departments. This strategic planning process has resulted in the sense that the citizens and leadership of the Village of Hartland would also support such a referendum, if needed, to improve the service delivery capacity of the HFD.

A career fire department would not only significantly improve service delivery both now and into the future, but it would also help cement the Village's strong sense of identity and autonomy, which could be compromised by attempts at consolidation or creating a fire district with other fire departments. History has shown that once a municipality gives control of their emergency services away, it can become fiscally costly and difficult to get back.

PART I: Introduction and Overview

The Village of Hartland, although established in 1892, had served as a transportation hub for area business and recreation since the Milwaukee and Watertown Railroad reached it in 1854. The fire service played an early role in protecting the area as well, and the Fire House facilities were used for Village board meetings until the first Village Hall was completed in 1930. Today the Village continues to be known as “A Great Place to Live,” and while it continues to offer the charm of a small town, it has also continued to grow at a modest, but steady rate.

The HFD is looking to plan responsibly for future service demand, including current industry trends for expanded paramedic community services, and in their role as an area service provider in terms of mutual aid and MABAS (Mutual Aid Box Alarm System). The Village has the fiscal options of bonding or going to a referendum to secure funding for fire department operational improvements. Several other area municipalities, as well as other Wisconsin communities have successfully used a local referendum to authorize taxing above the current tax levy limitation imposed by the State.

Acknowledgements

The successful completion of this strategic plan would not have been possible without the candid and enthusiastic input of many stakeholders. Five Bugle Training & Consulting, LLC would like to thank and acknowledge the following individuals and groups that supported and played a significant role in developing this project:

- Fire Chief Dave Jambretz
- Village Manager Ryan Bailey
- Village Board President Jeff Pfannerstill
- Deputy Fire Chief Peter Walker
- Julianne Konen, Administrative Assistant, HFD
- Dr. Timothy Westlake, Medical Director
- Village of Hartland Village Board
- Neighboring/Area Fire Chiefs
- Internal and External Stakeholders

2024 – 2027 STRATEGIC PRIORITIES

The multi-faceted approach to the strategic planning process (stakeholder interviews and survey, professional development training/input and discussions with leadership) have identified four categories of strategic priorities, which the strategic goals were developed from:

1. Operational Effectiveness
2. Community Involvement
3. Workforce Development
4. Financial Sustainability

Part II: Department History, Programs and Services¹

The Hartland Volunteer Fire Department was organized in November 1893. Monies used to buy equipment, vehicles, and gear were collected by fire contracts and raised through dances, an annual picnic, and donations. In 1958 the Village of Hartland took over the Fire Department as the governing body, and to this day the Village provides a base budget for fire department operations and is supplemented by the Hartland Firefighter's Association which hosts separate fundraisers to purchase equipment not covered by the Village budget process. Examples include extrication equipment, upfitting command vehicles, important EMS upgrades and other high-ticket items. When the Emergency Medical Service (EMS) was added to the department in November 1978, the Volunteer Firefighters and EMTs then became paid on-call members responding to fire and rescue calls. The Fire Department has been in operation for 130 years.

The Hartland Fire Department has 54 members, including Chief Officers, Firefighters, Paramedics, and Emergency Medical Technicians (EMT). The Department is an Advanced Life Support (ALS) ambulance service licensed by the State of Wisconsin as a Paramedic Service. This goal was reached in March of 2018. The Fire Department has seven (7) full-time positions consisting of a fire chief, administrative assistant, four full-time firefighter/paramedics (two of which are in officer roles), and one full-time firefighter/EMT. All operations function out of one station located at 150 Lawn Street. The station is staffed 24 hours a day, 365 days a year by dedicated professionals. The station staffing is subsidized by part-time members who work 12 or 24-hour shifts along with paid-on-call members who respond to the station during an emergency.

Per Wisconsin SPS 314.01(13)(b)4 requirements, the Department provides a fire prevention program that educates over 700 students in the Village of Hartland and completes over 615 fire inspections annually. The HFD continues to support the community at many events throughout the year, provides EMS standby for varsity football games at both High Schools in their response area and participates in public education programs.

Department Mission, Vision, and Guiding Values

Hartland Fire Department Mission Statement:

“The mission of the Hartland Fire Department is to protect life and property by providing emergency services with highly trained, responsible, and committed personnel for those in need in our community and surrounding areas.”

A mission statement states the current and future objectives of the organization, and must align with its mission, strategic planning, culture, and guiding core values.

The Department's Vision Statement...

“The vision of the Hartland Fire Department is to continuously deliver high quality care and advanced emergency services in our community and surrounding areas by engage emergency personnel through leadership, higher education, and experience.”

¹ Village of Hartland Webpage, <https://www.villageofhartland.wi.gov/130/About-Us>

...supports the mission statement and represents the Department's core values, the most important believes and ingrained principles that guide the HFD's actions; working cooperatively with each other and those we serve, always adhering to a sound code of moral and ethical conduct.

HFD Core Values as identified by its personnel:

- **Respect**... Accepting someone as they are and for who they are, even when they are different from us in some way or differ from us in opinion.
- **Professionalism**... Characterized by attire, attitude (reflected by behavior), communication and dedication (reflected by participation).
- **Communication**... Habits of communication; how we connect with others, exchange ideas and feelings, and resolve conflicts.
- **Family**... Beliefs, ethics, and priorities that provide a moral compass for the department.
- **Honesty**... Moral character to continue to strive to the highest level of ethical conduct.
- **Commitment**... A pledge to give your time and energy to something you believe in.
- **Continuous Learning**... Seek opportunities for professional development through education and growth.
- **Preparedness**... Proactivity, responsiveness, punctuality, reliability, resilience, resourcefulness.
- **Growth**... Embracing new challenges, seeking out opportunities, and continuous improvement.
- **Structure**... The Departmental system organized by a pattern of relationships, expectations and the process to effectively meet the needs of the Department.

Current Status/Strategic Issues and Challenges

The greatest strategic challenge the HFD faces at this time is attaining and maintaining the personnel and infrastructure resources required to meet the increasing service demand levels the Village is experiencing. Call volume has increased over 30% over the period of 2018 – 2023, using the high call total of 2022. (Figure 1.0).

There are several other issues that also impact the HFD strategic planning effort at this time, including but not limited to, fewer paid-on-premises and part-time firefighters, filling open medic positions that occur as individuals choose to take positions with other fire departments, securing sufficient firefighter numbers for daytime responses, and recruiting and retention. To be sure, these are the same challenges that many other fire departments across the State are facing as well. The HFD has chosen to proactively address the challenges by creating a strategic plan that focuses on creative goals and strategies to reduce their impact while still working on continuous service delivery improvements.

Having consistent on-duty staffing of 5 to 6 firefighter/medics will allow HFD to more closely align staffing with the National Fire Protection Association **Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Career Fire Departments** (NFPA 1710) recommendations and eliminate the risk exposure that currently exists when circumstances leave the engine unstaffed or driven to the scene with only one or two personnel.

Strategic Plan Methodologies

The methodology utilized for the 2024-2027 Strategic Plan followed the industry standard process. Forbes² defines the steps as:

- 1) Assess Industry and Customer Trends
- 2) Complete SWOT Analysis on Your Business
- 3) Define Your Mission and Vision
- 4) Define Your Organizational Goals
- 5) Identify Department Division Level Objectives
- 6) Determine Staffing
- 7) Budget and Financing Needs

The balance of the information that this strategic plan utilizes is based on information provided by the HFD relating to operational and managerial improvements that would best serve the fire department in moving forward.

The impact of various sources and standards, including the Center for Public Safety Excellence (CPSE), the Insurance Service Office (ISO) Rating Schedule, the National Fire Protection Association (NFPA), Local Fire Protection/Inspection Ordinances and State of Wisconsin Statutes and Administrative Code are considered influencing industry rules/laws or standards in the development of a strategic plan.

PART III: VILLAGE/DEPARTMENT DEMOGRAPHICS & STASTICS

The Village of Hartland has seen modest growth over the last decade, with the population increasing over 9% from 9110 (2010) to 10,084 (2022), with approximately 20% being persons 65 years and over³. The median sale price of a home in Hartland was \$695K in November 2023, up over 46% over the past year.

Village Population. 5-Year Growth

2019: 9,286
2020: 9,501
2021: 9,434
2022: 9,946
2023: 10,084

Information obtained from the Village Building Inspector's office, building permits have ranged from 175 issued in 2019 to a high of 295 in 2021, an increase of approximately 59% for that period. Permits have averaged 218 per year over the past five years, with residential buildings including new single and multi-family dwellings accounting for approximately 20% of total building permits. There has been about 1

² <https://www.forbes.com/sites/georgedeeb/2018/12/04/the-top-6-steps-of-strategic-planning/?sh=6d64c6635b25>

³ <https://www.census.gov/quickfacts/hartlandvillagewisconsin>

new commercial project initiated each year over the same timeframe. New housing developments include senior citizen living facilities and a popular convenience store chain that is known to increase traffic within its service area. Future development may favor apartment complexes, both of which will result in a higher density of populous requiring municipal (fire department) services.

In both terms of population and construction, the Village is demonstrating a consistent pattern of growth and increase in property values.

The HFD has hired 2 additional line personnel in 2024 to increase its full-time number of firefighter/medics to 5 working out of a single station that houses a primary and reserve engine, a 101 ft. aerial/quint, a primary and reserve ambulance, and other supporting apparatus including a brush truck, tender, and command vehicle. As indicated in the previous section, calls for service have increased over 30% from 2018 - 2023 (871 calls to the high year of 2022's 1137calls). 2024 is on track to log over 1000 calls for service again as well.

INCIDENT TYPE	2018	2019	2020	2021	2022	2023
Fire	42	31	31	36	34	35
EMS/Rescue	641	753	788	823	934	906
False Alarms	50	48	51	57	51	45
Mutual Aid (Given)	45	48	44	44	55	36
Hazmat Responses	3	11	6	6	5	2
Other Hazardous Responses	35	37	29	27	31	21
All Other Responses	55	59	30	26	27	33
TOTAL:	871	987	979	1019	1137	1089

Mutual Aid	2018	2019	2020	2021	2022	2023	TOTAL/NET
Received	28	48	55	52	68	56	307 +35 rec. vs. prov.
Provided	45	48	44	44	55	36	272
Total	73	96	99	96	123	92	579

PART IV: WAUKESHA COUNTY FIRE AND EMS STUDY - 2018

It is worth noting that Hartland is not the only municipality facing challenges in providing fire and EMS services. In 2015, Waukesha County Executive Paul Farrow sent a letter to county municipalities noting that “Emergency services are expensive and necessary to provide the level of safety residents in our communities have come to rely on...” and subsequently commissioned a study facilitated by Fitch & Associates, LLC to investigate ways that fire and EMS services may be provided in a more cost-effective and efficient manner. The Village of Hartland was one of the participating municipalities in that study.⁴

Among the various factors covered in the study were several pertinent to this strategic planning process, namely the distribution of demand within Waukesha County and staffing, recruitment, and retention. The study notes on page 5, “It is clear that...Hartland, Lisbon, Merton, and Sussex have the highest concentrations (of calls, and) ...shows the highest likelihood of concurrent calls.”

Regionalization, Mergers and Contracting

The study’s overall recommendations focus on the regionalization of services – suggestions that do not appear to have gained widespread traction within the county currently, nor in the foreseeable future. The exceptions are the Western Lakes and Lake County fire departments, which have regionalized services and expanded their service areas since the 2018 study. Regionalization, mergers, or contracting emergency services from other agencies come with their own challenges, depending on the organizations involved and their end goals. Some contracting organizations want complete control of the operation, without input from the community they are contracting to, while many municipalities want to have a say in how operations are run if they are paying for the service. Besides the lack of internal control, the community tends to lose their previous infrastructure over time, and should they become dissatisfied with the service or see costs increase, they are generally unable to “ramp back up” to provide the service internally again without significant start-up costs.

Regionalization of services does have the potential to be more cost effective and efficient due to factors such as borderless responses. The communities involved however, must all be able to agree on the structure of the service and where the primary responsibility for managing it will lie. Many communities are hesitant to give up control of critical emergency services.

PART V: CURRENT SITUATION DRIVING OPERATIONAL CHALLENGES

The Hartland Fire Department is facing four (4) fundamental operational challenges:

- I. Staffing challenges to meet both current service demands and growing future demands.
- II. Recruitment and retention of high-quality job candidates.
- III. Facilities to accommodate current operational and administrative needs, as well as any future demand created by staffing increases.
- IV. Financial resources to implement the solutions to meet the challenges.

⁴ <chrome-extension://efaidnbmnnnibpcajpcgiclfindmkaj/https://www.waukeshacounty.gov/globalassets/county-executive/waukesha-executive-summary-combined-final--june-15-rev-updated.pdf>

The strategic challenges facing the HFD and potential remedies for each are discussed below:

Challenge #1 – Staffing

Staffing challenges facing the HFD have improved marginally in the period this strategic plan was being developed. Thanks to additional State funding, the HFD has been able to hire an additional two (2) full-time positions. By placing the new personnel on a 40-hour workweek, the HFD increased daytime staffing to a total of four (4) line personnel. This allows for an additional person to accompany the ambulance when needed, leaving a driver for the engine, should that resource be required. It could also allow for a 3-person engine response to a fire call, with one person bringing the ambulance as an on-site resource. It still does not allow for the full response that 5 or 6 on-duty personnel would bring, but it is a step in the right direction. If vacancies created by personal time off benefits are not filled via overtime or part-time staffing, it will again reduce depth of response capabilities, as the challenge of most members working and living outside of the Village will continue to create response barriers and increase the reliance on mutual aid to subsidize staffing shortages. In a January 12, 2023 memo to the Village board, Chief Jambretz noted that membership coming directly from Village residents dropped from a high of 43 (nearly 80% of the Department) in 2012 to 12 (less than 25% of the Department) in 2022. However, currently approximately 30 personnel live within a 5–10-minute response time from the fire station. When available to respond, their proximity provides a favorable response time, but ultimately, as with all volunteer fire departments, a timely response relies on their availability.

In addition to the staffing depth to cover daytime absences, another aspect is having sufficient staffing to ensure consistent scheduling without regularly relying on a small number of people able and willing to fill open evening and weekend shifts. Retention of trained staff is an issue that the HFD has been dealing with for some time. The HFD has experienced a total of 74 resignations, retirements, terminations, or inactive personnel since 2018, or an average rate of 12.3 positions per year since 2018, while reporting hiring only 78 replacements over the same timeframe. These are recruits that need to be outfitted and trained every year, which is a demand on time and the budget.

Year	2018	2019	2020	2021	2022	2023
New Empl.	5	7	23	12	13	18
Resigned Inactive Retired Terminated	13	17	10	11	13	10

Providing 24/7 full-time staffing of one ambulance and one fire engine would require approximately 18-line personnel, working a 3-shift, 24 hr. shift model and considering personal time off benefits. If this is the ultimate goal for the Village, strategies to increase the fire department roster an additional 13-line positions will need to be considered. If the Village wishes to have 2 full-time administrative personnel instead of just the fire chief, then it would need to hire 14 personnel. The added staff and 24-hour work schedule would allow the HFD to more closely comply with staffing, response and operational standards established by the National Fire Protection Association’s *NFPA 10* and/or *NFPA 20*, which were created as industry standards for “front line” staffing of fire apparatus with the safety and health of firefighters in mind, as well as the effectiveness of fireground operations.

With the addition of two full-time positions in 2024, the HFD is at the point of either taking the next step of a full-time fire department or committing to the current model of a full-time daytime department,

relying on part-time and paid-on-premises evening and weekend staffing. Going the latter route will bring along with it the continued management ‘baggage’ of dealing with “hit and miss” part-time and POP staffing, as well as the training issues that are creating the many current challenges the HFD is facing today. It may also become more expensive and therefore more difficult to move to a full-time fire department in the future.

Waukesha County Fire & EMS Study Reference:

Again, in referencing the Waukesha County Fire & EMS Study of 2018, similarities were observed in conditions at that time when compared to the current strategic planning study. Both documents note the below conditions regarding fire and EMS response in the county and village, respectively:

- Staffing models do not appear to provide the “stability desired in order to meet the current and future demands of the community.”
- “Multiple agencies reported that staff members are working part-time for multiple departments.
- “Almost all departments reported that firefighters do not live in the community they serve anymore, diminishing the ability to rely on those firefighters to respond from home thus relying on the minimal staffing at the fire station.”
- The firefighters working at multiple departments also reduce the ability to rely on those firefighters to return for significant emergency events.”
- “...these firefighters working part-time at multiple departments eventually get hired full-time at a fire department and now multiple departments lose a trained firefighter.
- “Departments have also reported finding themselves in a battle between departments for staff based on their pay and benefits.
- “...additional investment in career staffing will likely be necessary to provide a reliable response model to meet the current and future community demands for service. This investment in career staff has already been occurring in many of the departments.
- Coordinating pay rates and benefits between county departments may benefit all departments.

Strategy: Staffing issues can be addressed through administrative strategies and an initiative to create a full-time fire department.

- ✓ Estimate the cost factor to increase staffing by 14 personnel to create a full-time fire department. It is anticipated that a roster of 21 total personnel, including the fire chief, assistant fire chief, and administrative assistant will provide sufficient operating depth to staff an EMS and fire apparatus as well as provide other core services (such as fire inspections), and allow for effective management of a department that size.
- ✓ Initiate a campaign including a significant public education component, to put forth a local referendum in the Spring of 2025 create a full-time, 24/7 fire department that provides the Village with both a fully staffed ambulance and fire engine.
- ✓ It has been reported by some that there are a number of HFD members that do not sign up for shifts on a regular basis or work more than a minimum number of hours. Establishing a standard for hours worked and reviewing the system that members use to schedule work shifts will help ensure greater equity in sharing workload and encouraging the coverage of open shifts.

Challenge #2 – Response Times

Response times are tied to the staffing challenge in so far as concurrent call occurrences and fire-related calls. The HFD displays acceptable 1st call response times for the vast majority of its EMS calls. When a 2nd EMS call comes in while the 1st unit is already committed to another incident, response times can be varied. If sufficient qualified personnel are at the station and a 2nd ambulance can respond immediately, the response time will be consistent with the average. If, however, only one person is at the station and they take the ambulance, relying on another qualified medic to arrive via POV, then the response should be considered not only ineffective, but potentially harmful to the patient unless everything works out just right – that is to say a second qualified medic arrives at the same time as the ambulance so that patient care is not compromised. If there is a lack of qualified medics (such as a basic EMT when a Paramedic is required), then it is better to request mutual aid from both a patient care perspective as well as a liability issue. The fire department cannot advertise ‘Paramedic’ service and have the ambulance labeled as such, if it is not staffed by at least one paramedic.

Response times for fire-related calls should improve significantly, as should the effectiveness of the 1st on-scene engine or truck. Currently the ability to drive fire apparatus to the scene is dependent on staffing at the station and how quickly POP personnel can get to the scene. While there is always the possibility that a shift crew may all be committed to EMS calls with both ambulances, having 5 or 6 personnel at the station available to respond throughout a 24-hour shift will notably improve the likelihood of a 3-4 person engine being available to respond immediately when the need arises.

Challenge #3 – Recruitment and Retention

Recruitment and retention challenges have become a significant challenge for all fire departments in recent years, both career and volunteer. In past decades, the application and testing process was a very competitive process with limited openings per candidate. In recent years, career fire departments have found themselves competing with other fire departments for the best candidates, and there is a current trend of fire departments lowering their pre-requisite requirements for applying for a position. For example, where paramedic certification is a requirement for ALS fire departments, others have lowered it to EMT-B with the offer to train the candidate to paramedic level if hired.

Volunteer fire departments have a longer history of recruitment and retention issues, as they rely on people who may already have a full-time job to work for the fire department in addition to their other commitments. With the increased certification and continuing training requirements that state and federal standards either require or encourage, it can be difficult for individuals to juggle the demands of work, family, and a part-time commitment to a fire department. In these circumstances a number of factors can influence the recruitment and retention of volunteer/paid-on-call and/or part-time firefighters and paramedics. These factors may include, but are not limited to, commitment to the community they serve, the culture of the fire department – if it is inviting or not, and other factors such as pay and benefits, if any.



While the HFD has enjoyed a stable workforce of 20 paid-on-premises line officers over the past decades, it has experienced significant turnover in its rank-and-file positions, both full-time and part-time. During the period of 2012 – 2023 the fire department experienced 50 resignations, 22 of which were members leaving for the opportunity of full-time employment, or improved employment opportunities. 28 other individuals resigned for various reasons. In total, this represents a statistical turnover of almost 100% when considering the HFD has a roster of approximately 50 members/employees.

The HFD has a history of below average pay for the area but has been working on improving that aspect with a recent increase in wages occurring in 2023. Below is a sampling of data obtained from the 2023 Wisconsin State Fire Chiefs Association (WSFCA) annual Salary survey. The accuracy of the information is dependent on the accuracy submitted by the fire chief of the department when the information was provided. The intent is to show competitive salaries around Hartland for firefighter positions. Population and call volume are 2022 figures. It also shows what some other Wisconsin communities about the size of Hartland are paying firefighters.

City	Population	FF Range	Fire Calls	EMS Calls
<i>Hartland</i>	<i>9,946</i>	<i>\$44,778 - \$59,184</i>	<i>203</i>	<i>934</i>
Western Lakes	34,211	\$55,750 EMT-B \$62,674 (EMT-P)	660	2240
Wauwatosa	48,000	\$53,184 –(EMT-B)	3498	5314
Pewaukee		\$47,380		
Brookfield – Town	10,000	\$49,504	400	900
Sussex	12,000	\$52,003		
Other	Statewide	Examples		
Monona	7,543	\$54,118		
Rhineland	8,303	\$58,416		
Merrill	10,000	\$64,426		

Portage	10,581	\$56,844		
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Strategy: Recruitment and retention efforts would best focus on 1) the culture of the HFD, maintaining an environment that motivates and attracts both career-oriented individuals as well as local part-time/paid of premises staff to support operations; and 2) establishing a competitive pay schedule that would help prevent candidates from going to a different community that pays significantly more.

Challenge #4 – Facilities

The HFD operates out of one fire station located at 150 Lawn Street. The original station, built in 1964, received an addition with wings in 1974. As the first Paid-on-Premises 12-hour night staffing occurring in 2016, it is safe to assume that the station was not designed or built with 24-hour staffing on premise in mind. EMS was added in 1978, which brought with it space needs for ambulances and associated equipment in addition to the fire response equipment already in place.



Fire apparatus and equipment has increased in size, sophistication, and quantity over the past decades, resulting in the need for larger spaces to accommodate everything. The fire service has grown faster than many fire stations over the past 60 years. The HFD is no exception and has worked to make use of all available space to accommodate response needs. The Village of Hartland is working with an architect on the expansion project in conjunction with other facility considerations for the police department and Village Hall. It is an ongoing process. The timing of the construction project, estimated at 12 – 24 months, does not, however, coincide with the more immediate needs of increased staffing.

Strategy: With increasing staffing being the determined priority, find a creative solution to house additional personnel in the current station until the fire station expansion project is completed. With one additional dorm space currently available at the fire station, moving storage from the fire station to the Survive Alive house and rearranging available space at the fire station could allow for an additional 2 bunk spaces, allowing for a total of five (5) on-duty personnel overnight, be they full time or paid-on-premises.

Challenge #5 – Fiscal Resources

The key to success for any major fire department initiative is community support and the fiscal resources required to achieve it. There are several options available to municipalities, any one, a combination of, or all of which could be considered to support the goals of the strategic plan, and the cost/benefit of each will need to be analyzed by Village leadership.

Strategy: Using the current five (5) full-time employees as a base, seeking funding options including but not limited to:

1. Local referendum authorizing an increase in property taxes to support additional hiring of 13 personnel to support a daytime engine crew of 3 or support a 2nd EMS response when needed.
2. Utilizing the municipal bonding process to secure funding to hire 13 additional personnel in a measured annual effort to ultimately obtain a fire department roster level of 18-line positions.
3. Apply for the “Staffing for Adequate Fire and Emergency Response Grants” (SAFER), which provides financial assistance to municipalities over several years to support increased firefighter staffing levels. This approach will allow the Village to phase in the cost factor associated with the above strategies to fiscally support the fire department as the SAFER funding diminishes.

Phased In Hiring Viewpoint

The phasing in of hiring over a period of years, while an attractive fiscal strategy to reduce the impact of hiring additional personnel, does not work in Hartland’s case. With 5 full-time personnel, the HFD still cannot fully staff one ambulance and one fire engine during daytime hours, as 3 of the 5 full-time staff needing to work a 24/48-hour schedule in order to provide 24/7/365 paramedic staffing. In addition, there are staffing ‘holes’ between 0600-0800 hrs. and 1600-1800 hrs. on weekdays when only two people (1FT and 1PT) are on duty.

Adding a couple of personnel each year is not a practical answer to providing 24-hour coverage and would be an added challenge to schedule and manage. The Village is seeking both an economical solution and the ability to have the fire department managed in such a way as to increase professionalism and provide consistent response quality in terms of response times. Having full-time staff on a 24-hour shift has been demonstrated throughout the fire service over the past millennia as the best way to accomplish these goals.

In addition, taking the leap to a fully staffed 24-hour service fire department eliminates the need for developing a strategy to continue funding efforts to achieve that status in the future. With unknown future challenges that may face the Village, there is always the possibility that politics will want to meddle with public safety and delay the implementation of critical fire department services, when the demand for those services continues to increase annually.

PART VI: FIRE CHIEF POSITION

There are several factors that will impact a transition to a career fire department in terms of the fire chief position. The current fire chief is in what is considered his ‘retirement window’ – the period from when he is eligible to receive a retirement pension to the final date he is willing or able to work until. In

this case the ‘window’ is an approximately 12 – 24-month period as of this report. By this time, regardless of the direction the HFD is taking, a new fire chief will need to be hired.

In the event there is a successful initiative to move to a career fire department, there are several actions that will need to be completed prior to its implementation. Modifying the fire station physically to temporarily accommodate additional shift personnel is one requirement, and designing a 24-hour shift schedule, along with policy, procedures and standard operational guidelines for a career department are other requirements. Finally, the hiring of career personnel will also need to be completed.

The first actions – modifying the fire station physically, can be accomplished, or at least initiated, by the current HFD leadership. Creating the needed shifts, work schedule and administrative and emergency procedures would best be accomplished by a fire chief with career experience.

Therefore, the Village would do well to initiate the hiring process for a career fire chief so that the individual could be in place approximately 6-months prior to the career transition to give them time to acclimate to the current situation and complete/finalize the needed tasks to complete the transition. The current fire chief has expressed his willingness to assist in the transition in any way he can, and his willingness to retire at the point over the next 12-24 months when the Village is ready to hire a career chief.

PART VII: TIMELINE

Strategies that support establishing and/or maintaining a fire department culture that attracts new candidates and retains employees can be initiated immediately through administrative controls and strengthening initiatives.

Increasing staffing and securing the fiscal resources can begin once sufficient action steps are in place to support that initiative. The hiring of two additional personnel in 2024 is the beginning step to accomplish this, providing additional, though limited line support and allowing for increased administrative work to be done by reallocating hour previously committed to line work.

Transitioning directly to a full-time 24-hour fire department cannot be done in stages. Attempting to piecemeal a system together to allow for the phased-in hiring of 13 personnel, as mentioned above, would require a complex scheduling and management effort, fraught with potential issues. Therefore, it is the recommendation of this strategic plan study that the transition to a full-time, 24-hour fire department would be in the best interest of all involved, and ultimately provide the greatest and most cost-effective solution to the current public safety need for fire department services, particularly 911 generated calls for service.

Planning for a Spring 2025 referendum to enable this move would give the Village and the fire department almost a year to prepare for it and provide community education efforts to support the referendum. It would also give the fire department time to apply for the SAFER grant to secure funding to help with the transition. If successful, a summer 2025 timeframe would be appropriate for the hiring of a career fire chief.

PART VII: 2024 – 2027 Strategic Goals

Note: Each strategic goal should be evaluated to determine the need for, and practicality of, considering the potential for transitioning to a career fire department within the next 21 months. Some of the goals will be appropriate for the current situation and will benefit current operations, while others will be impacted by where the HFD finds itself 12 months from now. They may be taken on at that time, or wait until a career fire chief is hired, who can provide guidance on how to best address those strategic goals.

Key Performance Indicators:

Key Performance Indicators (KPI) are the elements of the plan that express what you want to achieve by when. They are quantifiable, outcome-based statements that are used to measure if goal progress is on track to meet its objectives.

The following are the Strategic Goals and KPI's resulting from the 2023 – 2028 strategic planning process:

Strategic Goal # 1: Prepare fiscally and logistically to hire 13 additional personnel to staff an ambulance with 2 EMT-P's and an engine with 4 firefighter-EMT's (which includes one officer) for a total of 18-line staff. Personnel to staff a 3-shift, 24-hour schedule. Goal to include a public education component supporting the fiscal initiative.

KPI's:

- 120-day:
 - Propose wages plan that will compete with area fire departments to the extent that the HFD will be an attractive position.
 - Decide upon the type of 24-hour shift schedule that best fits the HFD (ie: 24/48 schedule, 48/96 schedule, Kelly Schedules)⁵
 - Research and prepare funding options for Village Manager to include referendum, bonding, and SAFER grant proposals, keeping referendum steps timeframe in mind. The goal is to have a Spring 2025 referendum if one is needed.
 - Prepare proposal for housing additional staff at existing fire station, utilizing other spaces for storage, etc. as temporarily required.
 - Present a plan for how other logistics will be handled (additional turnout gear, living quarters, etc.).
 - Develop a public education program and presentation proposal to support fiscal initiatives.
- 1-Year (June 2025):
 - Complete station modifications.
 - Complete recruitment and hiring process.
- 2-Year

⁵ <https://firefighterconnection.com/understanding-a-firefighter-work-schedule/>

- Review operations to determine effectiveness of staffing structure and building modifications.
- Prepare written analysis report, including future recommendations.
- 3-year
 - Implement, if needed, recommendations brought forth in Year 2.

Strategic Goal # 2: By 2025, complete a Strategic Human Resource Management Plan based on 90-day, 1-year, 2-year and 3-year goals that include addressing HFD communications, training, retention, health and safety needs, and succession planning (as appropriate).

KPI's:

- 90-day:
 - Form a Strategic Human Resource Team
 - Implement a group message to be sent to all staff from the command staff and chief meetings regarding items that impact the entire Department.
 - Review team created for SOG updates/revisions.
- 1- year:
 - Strategic Human Resource Plan completed with approval from leadership to begin implementation.
 - Communications plan for full fire department completely developed.
 - Full review and revisions completed for SOG's.
 - Training plan implementation for monthly review of SOG's, with the goal of completing a total review of SOG's on a 12-24 month basis.
- 2-year:
 - Initial phases of Strategic Human Resource Management plan implemented – including, but not limited to, complete succession planning, leadership development plan, promotions plan, evaluation of staff.
 - Fully implemented communications plan.
- 3-year:
 - Fully implemented and operating Strategic Human Resource Management Plan.

Strategic Goal # 3: Reorganize positions to maximize resources to increase operational and administrative effectiveness and help make the HFD the fire department of choice in recruiting efforts.

Note: This strategic goal would be appropriate for consideration in stages. Any ambiguity or concerns regarding the effectiveness of current department positions should be evaluated at this time, as the HFD will continue to operate under its current structure for at least the next 18-24 months. If and when the status of the HFD changes, it would

be appropriate to re-visit this goal taking into consideration any new department structure.

KPI's:

- 90-day: Develop/Update position description with purpose statement and objectives for full-time positions.
- 1-year:
 - Fire Chief position description completed and submitted to the Village Manager and the Police & Fire Commission for approval.
 - Review, evaluation, and position descriptions of staff and line officer positions completed.
 - Potential re-assignment of responsibilities and consideration of re-organization options.

Strategic Goal #4: Develop a Social Outreach Program that addresses current and future department recruiting/onboarding efforts for part-time and POP personnel as well as community service needs based on increasing candidate/customer diversification and changing population demographics.

Note: This strategic goal would be appropriate for consideration in the event the Village does not move towards a career fire department, as the need for PT and POP personnel will continue. If the Village moves to a career department, then this strategic goal would only be appropriate if there is insufficient interest on the part of existing PT and POP personnel to supplement staffing in support of the career staffing.

KPI's:

- 90-day:
 - Establish a community outreach/recruiting development team.
 - Form a team to review onboarding and begin to develop a program to reflect annual rotation of team members; address any perceived shortcomings of current program.
- 6-month:
 - Community Outreach goals identified, and strategies identified for development.
 - Recruiting strategies researched and brought forward for discussion/development.
- 9-month:
 - Community Outreach plan developed and approved for implementation.
 - Recruiting initiatives developed and implemented.
 - Social media presence established.
 - Revised onboarding program fully implemented.
- 12 – 18 months:
 - Fully implemented community outreach program.
 - Review of Recruiting Initiative performance for effectiveness.

Strategic Goal #5: Identify EMS trends and related broad-based deliverables to analyze the community's current and future medical needs.

Note: This goal may be best left to be initiated by the new fire chief to best align with current industry trends and departmental resources. Otherwise, it could be undertaken sooner if it is decided to maintain HFD's current structure.

KPI's:

- 90-day: Establish an EMS committee to identify and study community-based EMS trends across the county/region/state and country. Include local EMS stakeholders including the medical community and hospital administration.
- 6-month:
 - Identify current EMS trends, both emergent and non-.
 - Meeting with leadership to discuss.
 - Hold shift meetings to discuss; provide feedback to leadership.
- 1-year:
 - Have new EMS trends identified and implementation strategies developed.
- 18-month: Full implementation of updated EMS delivery strategies.

Strategic Goal #6: Conduct a thorough inventory and review of the HFD capital fleet and response equipment to determine appropriateness, practicality to meet response and mitigation needs, age, quality, and practical investment.

Note: This strategic goal may be best left to be initiated by the new fire chief to best align with current industry trends and departmental resources to staff and maintain capital pieces and equipment. If the initiative to move to a career fire department does not occur, then the recommendation is to hire a professional fire service consultant to lead the review and make recommendations for any adjustments.

KPI's:

- 90-day: Create three teams, one fire based, one EMS based and one specialty equipment to perform the inventories.
- 9-months: Review inventories and based on industry experts' input, determine appropriate type and trim level for capital fleet, type and numbers of fire, EMS and specialty equipment required for response needs.
- 1-year: Review capital improvement plan with recommendations for retaining, modifying or replacing capital fleet and response equipment.

Conclusion

The Hartland Fire Department has a rich and proud history of serving the community for over a century. Local volunteers have answered the call selflessly and provided emergency and non-emergency fire, and more recently EMS services, as well as community fire inspections and fire education/community service work in a competent and professional manner.

The Village of Hartland and its surrounding area have grown over the decades and calls for emergency responses and non-emergency services have increased proportionally. Maintaining the capacity to respond to these service calls has been a growing challenge over the years, forcing the HFD to increasingly rely on mutual aid services when multiple calls occur in a short timeframe. While utilizing mutual aid is not uncommon for any fire department, when it becomes a standard practice to underwrite staffing shortages, it subsidizes local staffing levels at the providing department's expense.

There is a point at which municipalities experiencing growing emergency services needs must decide if the current needs, and recognizing probable increasing future needs, warrants transitioning from a combination professional fire department to a career professional fire department. The Village of Hartland has reached that point.

There is a cost factor to do so, which requires community support. Other communities in Waukesha County who have found themselves in a similar situation have successfully taken the issue to municipal referendums, allowing them to invest in the personnel resources required to meet service demands. If an attempt to improve the service capacity of the HFD does not occur, and the Village continue to rely on its neighbors through mutual aid, then it may find that those neighbors – particularly those whose citizens have invested in their fire departments – may become reluctant to subsidize the Village's fire department responses through mutual aid, instead of the Village supporting itself.

This strategic planning process has resulted in the sense that the citizens and leadership of the Village of Hartland would also support such a referendum, if needed, to improve the service delivery capacity of the HFD. A career fire department would also help cement the Village's strong sense of identity and autonomy, which could be compromised by attempts at consolidation or creating a fire district with other fire departments. History has shown that once a municipality gives control of their emergency services away, it can become fiscally costly and difficult to get back.

The strategic goals within this plan provide the Village and HFD with guidance on strategies for transitioning to a career fire department and improving organizational management now. There is flexibility in how the goals are managed and achieved, whether the Village chooses to move forward with change or not.

Appendix A: Response Times Example

Basic Incident Number (FD1)	Basic Incident Date Time	Basic First Arrived At Scene Apparatus ID	Basic Last Apparatus Arrived At Scene Apparatus ID	Apparatus Resource Dispatch To Arrival In Minutes
24-001	01/01/2024 00:01:58	HLFM43	HLFM43	7
24-00197	03/13/2024 17:07:04	HLFM43	HLFT43	5
24-00199	03/14/2024 12:27:18	HLFM43	HLFM43	3
24-002	01/02/2024 09:25:52	HLFM43	HLFM43	4
24-00201	03/15/2024 01:09:37			
24-00203	03/15/2024 06:04:00			
24-003	01/02/2024 11:31:30	HLFM43	HLFM43	4
24-004	01/02/2024 16:10:18	HLFM43	HLFM43	5
24-005	01/02/2024 07:10:53	POV	POV	24
24-006	01/03/2024 04:36:28	HLFM143	HLFM143	4
24-007	01/03/2024 08:31:10	HLFM43	HLFM43	7
24-008	01/03/2024 15:10:15	HLFM43	HLFM43	6
24-009	01/03/2024 19:13:53	HLFE43	HLFM143	
				5
				9
				28
24-010	01/03/2024 21:35:53	HLFE43	HLFM43	9
				10
				11
24-011	01/04/2024 12:16:23	HLFM43	HLFM43	
				4
24-012	01/04/2024 18:26:19	HLFM43	HLFM43	4
24-013	01/05/2024 13:51:20	HLFM43	HLFM43	4
24-014	01/06/2024 07:34:43	HLFM143	HLFM43	4
24-015	01/06/2024 12:17:37	HLFM143	HLFM143	5
24-016	01/07/2024 02:41:00	HLFM43	HLFM143	5
24-017	01/07/2024 03:09:57	HLFM143	HLFM143	6

24-018	01/08/2024 08:58:25	HLFM43	HLFM43	3
24-019	01/08/2024 09:07:59	HLFU43	MA BLS	8
				10
				13
24-020	01/08/2024	HLFM43	HLFM43	6

Appendix B: Scheduling Example

					<p>Mar 1</p> <p>Hartland Full-Time/Day Station Lt. Jonathan Quint (FF/M 06:00-18:00) FT</p> <p>06:00-06:00 Angie Hanson (FF/EMT) 06:00-18:00 Lt. David Pabelick (FF/MP 18:00-06:00)</p> <p>Hartland POC Staff Battalion 43</p> <p>Time Off Amy Mattox (FF/MPO/Leave) 06:00-06:00 Bryan Thomas (FF/MP Vacation) 06:00-06:00</p>	<p>2</p> <p>Hartland Full-Time/Day Station Robert Graser (FF/MPO/P 06:00-06:00) FT</p> <p>06:00-06:00 Hartland POC Staff Battalion 43</p> <p>06:00-06:00 Lt. David Pabelick (FF/MP 06:00-06:00) Jazzmin</p> <p>Time Off Griffin Casper (FF/MPO/E 06:00-06:00) Military Drill Lt. Jonathan Quint (FF/M 06:00-06:00) Personal Time</p>
<p>3</p> <p>Hartland Full-Time/Day Station D/C Kajib Sharp (FF/M)</p> <p>06:00-06:00 FT</p> <p>06:00-06:00 Hartland POC Staff Battalion 43</p> <p>06:00-06:00 Lt. Nick Shimel</p> <p>Time Off Griffin Casper (FF/MPO/E 06:00-06:00) Military Drill</p>	<p>4</p> <p>Hartland Full-Time/Day Station D/C Kajib Sharp (FF/M) 06:00-18:00 FT</p> <p>00-06:00 Peter Kroening (FF/M 06:00-18:00) Conner Neustadt (FF/ 06:00-18:00) Bryan Thomas (FF/M 18:00-06:00)</p> <p>Hartland POC Staff Battalion 43</p> <p>0-06:00 18:00 Time Off Bryan Thomas (FF/MPO/ 06:00-18:00) Vacation Time Amy Mattox (FF/MPO/FI/ 06:00-06:00) Leave</p>	<p>5</p> <p>Hartland Full-Time/Day Station Lt. Jonathan Quint (F)</p> <p>06:00-06:00 FT</p> <p>06:00-06:00 Jazzmin Wetzel (FF/E)</p> <p>06:00-18:00 Hartland POC Staff Battalion 43</p>	<p>6</p> <p>Hartland Full-Time/Day Station D/C Kajib Sharp (FF/M) 06:00-06:00 FT</p> <p>06:00-06:00 Joseph Gryszkiewicz</p> <p>06:00-18:00 Hartland POC Staff Battalion 43</p>	<p>7</p> <p>Hartland Full-Time/Day Station Bryan Thomas (FF/M)</p> <p>06:00-11:30 FT</p> <p>06:00-18:00 Eric Roos (EMT/FF/M)</p> <p>06:00-18:00 D/C Kajib Sharp (FF/M 11:30-15:00) Bryan</p> <p>Michael Miller (EMT) 18:00- Time Off Amy Mattox (FF/MPO/FI/ 06:00-06:00) Leave Bryan Thomas (FF/MPO/ 11:30-15:00) Class</p>	<p>8</p> <p>Hartland Full-Time/Day Station Bryan Thomas (FF/MPO/ 06:00-18:00) Griffin Casper (FF/MPO/E 06:00-06:00) Norah Farrar (FF/EMT) 06:00-18:00 Lt. David Pabelick (FF/MP 18:00-06:00)</p> <p>Hartland POC Staff Battalion 43</p> <p>Time Off Lt. Jonathan Quint (FF/M Vacation Time) 06:00-06:00</p>	<p>9</p> <p>Hartland Full-Time/Day Station D/C Kajib Sharp (FF/M)</p> <p>06:00-06:00 FT</p> <p>06:00-06:00 Hartland POC Staff Battalion 43</p> <p>06:00-06:00 Lt. Jason Elger (FF/MPO/ 06:00-18:00) Samuel</p> <p>Trades Emma Cepulis (FF/EMT) 06:00-18:00 For Alysa</p> <p>Time Off Emma Cepulis (FF/EMT) 06:00-18:00 Sick Leave</p>
<p>10 †</p> <p>Hartland Full-Time/Day Station Bryan Thomas (FF/MP 06:00-06:00) FT</p> <p>06:00-06:00 Hartland POC Staff D/C Peter Walker (FF/MP 06:00-14:00) HFD Officer</p> <p>06:00-06:00 Chris Tump (FF/EMT) 06:00-06:00</p> <p>Trades Emma Cepulis (FF/EMT) 18:00-06:00 For Bryan</p> <p>Time Off Amy Mattox (FF/MPO/FI/ 06:00-06:00) Leave Capt. Josh Orgas (FF/MP 06:00-06:00)</p>	<p>11</p> <p>Hartland Full-Time/Day Station Lt. Jonathan Quint (FF 06:00-06:00) Bryan Thomas (FF/M 06:00-06:30) PT</p> <p>06:00-06:30 06:30-18:00</p> <p>0-06:00 06:30 Conner Neustadt (FF/ 06:30-18:00)</p> <p>Hartland POC Staff Battalion 43</p> <p>00-06:00 Lt. Lee Godgluck (FF/MP 18:00-06:00) Jacob Notch (FF/EMT) 18:00-06:00 Firefighter FR</p>	<p>12</p> <p>Hartland Full-Time/Day Station D/C Kajib Sharp (FF/M)</p> <p>06:00-06:00 FT</p> <p>06:00-06:00 Jazzmin Wetzel (FF/E)</p> <p>06:00-18:00 Hartland POC Staff Battalion 43</p> <p>18:00-06:00 Capt. Sue Jambretz (EMT 18:00-06:00) Eric Roos (EMT/FF/MPO)</p>	<p>13</p> <p>Hartland Full-Time/Day Station Bryan Thomas (FF/M)</p> <p>06:00-06:00 FT</p> <p>06:00-18:00 Eric Roos (EMT/FF/M)</p> <p>06:00-18:00 Griffin Casper (FF/MP)</p> <p>18:00-06:00 Hartland POC Staff</p> <p>Time Off Amy Mattox (FF/MPO/FI 06:00-06:00)</p>	<p>14</p> <p>Hartland Full-Time/Day Station Lt. Jonathan Quint (F 06:00-06:00)</p> <p>Griffin Casper (FF/MP 06:00-06:00) Andrew Hein (FF/MP 06:00-18:00)</p> <p>Hartland POC Staff D/C Peter Walker (FF/MP 18:00-06:00) Lt. Lee Godgluck (FF/MP 18:00-06:00) Lt. David Pabelick (FF/M 18:00-06:00) Firefighter FR</p>	<p>15</p> <p>Hartland Full-Time/Day Station D/C Kajib Sharp (FF/M)</p> <p>06:00-06:00 FT</p> <p>06:00-06:00 Angie Hanson (FF/EM 06:00-18:00)</p> <p>Hartland POC Staff Battalion 43</p> <p>Trades Samuel Wood 18:00-06:00 (EMT) For Peter Kroening (FF/</p>	<p>16</p> <p>Hartland Full-Time/Day Station Bryan Thomas (FF/MP 06:00-06:00) FT</p> <p>06:00-13:00 Griffin Casper (FF/MP)</p> <p>13:00-17:00 FT</p> <p>17:00-06:00 Hartland POC Staff Battalion 43</p> <p>06:00-14:30 Lt. Pat</p> <p>Trades Eric Roos (EMT/FF/MPO) 06:00-06:00</p> <p>Time Off Amy Mattox (FF/MPO/FI/ 06:00-06:00) Leave</p>
<p>17</p> <p>Hartland Full-Time/Day Station Lt. Jonathan Quint (FF)</p> <p>06:00-06:00 FT</p> <p>06:00-06:00</p>	<p>18</p> <p>Hartland Full-Time/Day Station D/C Kajib Sharp (FF/M) 06:00-06:00 FT</p> <p>00-06:00 Peter Kroening (FF/M 06:00-06:00)</p>	<p>19</p> <p>Hartland Full-Time/Day Station Bryan Thomas (FF/M)</p> <p>06:00-06:00 FT</p> <p>06:00-06:00</p>	<p>20</p> <p>Hartland Full-Time/Day Station Lt. Jonathan Quint (F 06:00-06:00)</p> <p>Griffin Casper (FF/MP 06:00-06:00) Andrew Hein (FF/MP 06:00-06:00)</p>	<p>21</p> <p>Hartland Full-Time/Day Station D/C Kajib Sharp (FF/M) 06:00-06:00 FT</p> <p>06:00-18:00 Eric Roos</p>	<p>22</p> <p>Hartland Full-Time/Day Station Bryan Thomas (FF/MP 06:00-06:00) Griffin Casper (FF/MP 06:00-10:00) Conner Neustadt (FF/</p>	<p>23</p> <p>Hartland Full-Time/Day Station Lt. Jonathan Quint (FF)</p> <p>06:00-06:00 FT</p>