



Marshall Volunteer Fire Department, Inc

119 Industrial Drive/P.O. Box 430

Marshall, WI 53559-0430

608-655-3322

MarshallFireDepartment@hotmail.com

April 19, 2022

REPLACING SHARED STAFF MEMBERS (scott) \$ 112,000.00

In May of 2021 Marshall Fire Department learned that there may be a change in EMS service in The Village of Marshall, Town of Medina, Town of York, and the Town of Sun Prairie which would directly impact the daily operations and staffing of the Marshall Fire Department. Specific details were limited at that time.

In October of 2021 Chief Brian Goff of Sun Prairie EMS attended the annual municipal budget meeting. He spoke about Sun Prairie EMS contracting with the Marshall Area EMS District for provision of EMS services. At this time there were no contracts signed but it appeared like SPEMS and Marshall EMS would be moving forward on a proposed contract in the near future. At that time, MFD leadership began having discussions on various options should our department lose the shared staffing we've become so reliant on, and how that would adversely affect our day-to-day operations.

In early 2022 the said municipalities made the decision to contract with SPEMS for emergency medical services. Since this time the Marshall Fire Department Personnel Committee has met several times to address our daytime staff shortage and attempt to fill the operational gaps currently completed with the shared staffing model.

On March 26, 2022 the Marshall Fire Department Personnel Committee met and decided to move forward with a proposal to add a full time Deputy Chief/Inspector which would benefit MFD with daytime emergency calls amongst other operational responsibilities currently completed by shared staff. Additional duties and benefits listed on the next page. There is also a Job Description from the City of Mequon as an example of what we are looking for from this position.

Personnel Committee Members:

Blair Pierce – Chief

Jared Blaschka – Assistant Chief

David James – President

Mike Sutkay – Vice President

Rich Andrews – Assistant Chief (former)

Blair Pierce

Fire Chief

Marshall Fire Department

President: David James Vice-President: Mike Sutkay Secretary: Chris Meinholz Treasurer: Peter Krull



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Marshall Fire Department-Deputy Chief Position

Duties

- Provide daytime call response Monday-Friday
- Provide day-to-day operational management (in absence of Chief)
- Conduct routine truck maintenance
- Administer NIFIRS reporting, along with exporting data to Feds
- Clean Public Safety Building
- Conduct routine maintenance of the Public Safety Building
- Administer the Public Safety Building budget
- Conduct Fire Inspection within the fire district
- Aid in fire investigations
- Assist with training
- Assist with weekday community events (i.e., Fire Prevention Week)
- Develop department pre-plans
- Assist with processing grant applications and manage the effort
- Assist in personnel recruitment

Benefits

- Retention of existing EMS knowledge and operations
- Knowledge and experience with building oversight
- Having medically trained career person to assist with daytime fire calls
- Having fire personnel available for assisting Sun Prairie EMS
- No additional costs for fire inspection
- No additional cost for daytime (Monday-Friday) fire support
- Cost savings of transition when Sun Prairie EMS takes over. There will likely be a time frame during the transition that Sun Prairie will need to tap into Marshall EMS knowledge and insight.
- Existing experience with MFD operations, personnel, and equipment

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