



VILLAGE OF WILLIAMS BAY

250 Williams Street | PO Box 580 | Williams Bay | WI | 53191 | vi.williamsbay.wi.gov

Phone: 262-245-2700

NOTICE

SPECIAL JOINT MEETING OF WILLIAMS BAY VILLAGE BOARD AND FONTANA VILLAGE BOARD MEETING

WEDNESDAY, SEPTEMBER 11, 2024 AT 5:30 PM

Village of Fontana on Geneva Lake

175 Valley View Drive

Fontana-On-Geneva Lake, WI 53125

AGENDA

The following agenda items may be considered for Discussion, Consideration, or Action

- I. Call Meeting of Fontana Village Board to Order
- II. Roll Call
- III. Call Meeting of Williams Bay Village Board to Order
- IV. Roll Call
- V. Pledge of Allegiance
- VI. Joint General Business
 - A. Presentation of Annual Emergency Medical Services (EMS) Report and Budget Preview
 - B. Discussion or Action on Proposal for Emergency Medical Services/Fire Services for Town of Walworth
 - C. Discussion or Action on Intergovernmental Agreement for Emergency Medical Services (EMS)
- VII. Adjournment

Requests from persons with disabilities, who need assistance to participate in this meeting or hearing, should be made to the Village Clerk's office in advance so the appropriate accommodations can be made.

Posted: 09/10/2024 5:00 PM

FONTANA FIRE DEPARTMENT

2023 ANNUAL REPORT & WILLIAMS BAY 2025 BUDGET PREVIEW



Village of
Williams Bay
WISCONSIN



9/11 Remembrance



Staffing
Milestones
Response Data
Williams Bay



ANNUAL REPORT
2023

STAFFING

Full-Time Personnel - 13
 Nine Firefighter Paramedics
 Four Firefighter EMT / A-EMTs

Part-Time Personnel - 10
 One Chief - Firefighter Paramedic
 One Deputy Chief – Firefighter A-EMT
 Three Firefighter Paramedics
 Five Firefighter EMT / A-EMTs

Paid-on-Call Personnel - 13
 Two Assistant Chiefs
 Two Captains
 Nine Firefighters / EMT's



24 HOUR COVERAGE
 Four Personnel On Duty
 EMS & Firefighter Certified
 Two Paramedic Level Ambulances

PART-TIME COVERAGE
 Chief – 3-4 Weekdays Per Week
 Deputy Chief– 1 to 2 Weekdays Per Week
 One Part-time Position – 8 am-6 pm
 Daytime Staffing In Williams Bay

PAID ON CALL COVERAGE
 Captains & Chiefs Respond Direct
 Firefighters and EMT's Respond to the Station
 Multiple Calls / Mutual Aid / Large Incidents

Employee Type	Weekdays	Saturdays & Sundays
24 Hour Personnel	Four per day	Four per day
Chief Officers 9am-5pm	One per day	On Call
Part-time 8am-6pm*	One (1 to 2 days / week)	1 per day

*Part-time hours filled based on availability



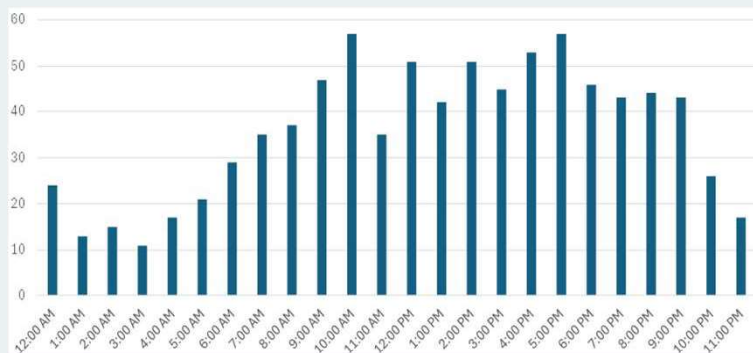
2023 Milestones



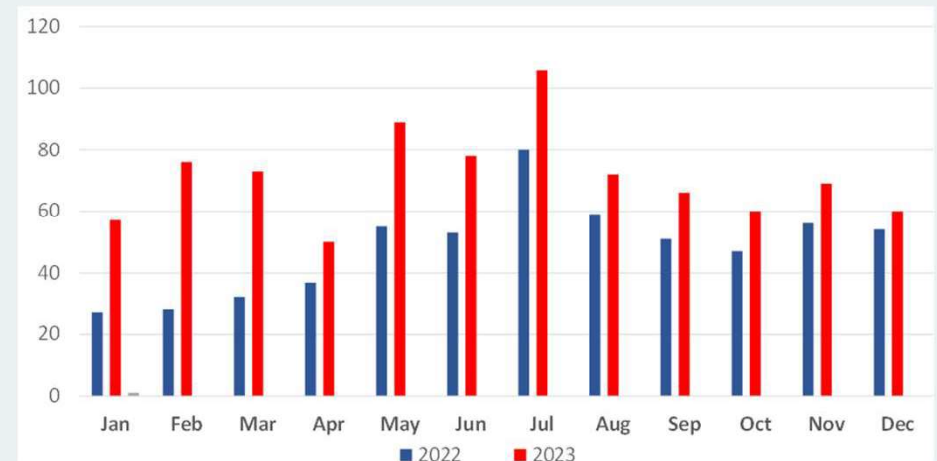
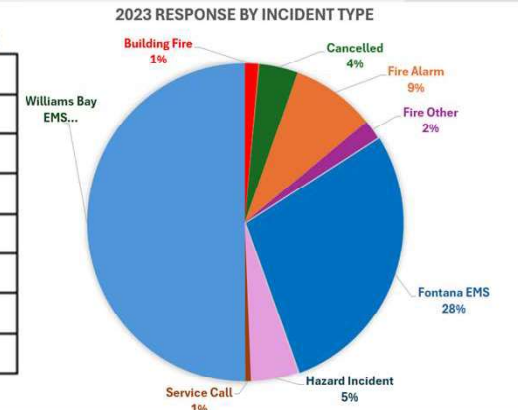
- **ISO Class 3 Rating**
- **Increased staffing from three to four 24-hour personnel per day**
- **CPR training program initiated**
- **Addition of 3rd Paramedic Level Ambulance through a leasing agreement with Williams Bay**
- **Addition of Paramedic SUV funded 100% by State of Wisconsin Flex Grant**
- **upgraded EMS Service Level to Paramedic Intercept and added advanced airway capabilities**
- **Implementation of Shift Lead positions**
- **Nearly 9000 hours of combined EMS and Fire training**

RESPONSE DATA

- **48% Response Increase from 2022**
- **50% Williams Bay / 50% Fontana**
- **Average Response Times**
Fontana – 4.7 Minutes
Williams Bay – 6.0 Minutes
- **Peak Days Saturday & Sunday**
- **Peak Response Times 8 am to 9 pm**



Incident Type	Incident Count
Building Fire	12
Cancelled	35
Fire Alarm	74
Fire Other	17
Fontana EMS	244
Hazard Incident	42
Service Call	5
Williams Bay EMS	430
TOTAL INCIDENTS	859



Williams Bay

- **100 percent response rate for incidents requiring EMS transport by Fontana or Williams Bay EMS personnel & Ambulances.**
- **Updated Intergovernmental Agreement after successful joint EMS referendum presentment in 2022**
- **Daytime staffing of Williams Bay Fire Station.**
- **All Fontana and Williams Bay EMS personnel are now dual credentialed allowing seamless transition between Departments.**



2025 WILLIAMS BAY EMS BUDGET PREVIEW

**Proposed budget items are not finalized or
approved by the Fontana Village Board**

WILLIAMS BAY EMS EXPENSES

1. **Fourteen Full-Time Equivalent Employee Salaries & Benefits funded by joint referendums.**
2. **Part-time Personnel, Chief, Deputy Chief, and a Portion of Fontana Village Administration**
3. **Shared EMS Operational Expenses & Williams Bay Ambulance**

14 FTE REFERENDUM PROJECTIONS THROUGH 2028*					
Year	Previous Yr	5% Incr.	Fontana	W.B.	TOTAL
2023	N/A	N/A	\$727,173	\$727,173	\$1,454,346
2024	\$727,173	\$36,359	\$763,531	\$763,531	\$1,527,063
2025	\$763,531	\$38,177	\$801,708	\$801,708	\$1,603,416
2026	\$801,708	\$40,085	\$841,793	\$841,793	\$1,683,587
2027	\$841,793	\$42,090	\$883,883	\$883,883	\$1,767,766
2028	\$883,883	\$44,194	\$928,077*	\$928,077*	\$1,856,154

Under state law, the increase in the levy of the Village of Williams Bay for the tax to be imposed for the next fiscal year, 2023, is limited to 1.67%, which results in a levy of \$2,982,296. Shall the Village of Williams Bay be allowed to exceed this limit and increase the levy for the next fiscal year, 2023, for the purpose of providing the Village with 24-hour emergency medical services, by a total of 31.120% which results in a levy of \$3,910,373, and on an ongoing basis, include the increase of \$928,077 for each fiscal year going forward? YES_____ NO_____

This proposed increase would only affect the village portion of property taxes.

FOURTEEN – FTE EMPLOYEES

Salaries – 13 Full-Time and 1 FTE

- Annual salaries
- Overtime budget
- Holiday pay
- Lieutenant officer pay
- One FTE part-time position covers time off and part-time hours

Notable 2025 Budget Increases

- Increases in health insurance cost
- 0.7% increase in WRS
- Wage and vacation step increases

2025 FTE	BUDGETED	EXPECTED
SALARIES	\$1,127,442	\$1,078,915
FICA	\$69,901	\$66,893
MEDICARE	\$16,348	\$15,644
WRS	\$160,411	\$153,127
LIAB / WC	\$56,368	\$56,368
HEALTH & DENTAL	\$402,549	\$295,448
VISION	\$4,849	\$4,849
LIFE	\$1,950	\$1,950
TOTAL	\$1,839,817	\$1,673,194
Cost per Village	\$919,909	\$836,597

Budgeted vs. Expected

- Family insurance budgeted for all full-time employees; however, several employees are not currently enrolled in family coverage
- 100% of accrued sick leave coverage is budgeted; 50% is typical
- 72 hours of “Other” overtime budgeted per full-time employee (school, other paid leave, meetings, etc.); 48 hours is typical

ADMINISTRATION AND PART TIME

CHIEFS

- Fire Chief – Part-time 30 hours/week
- Deputy Chief – Part-time 20 hours/week
- Both positions are EMS & Firefighter certified

PART TIME

- 1230 Hours budgeted per year (2-3 days per week)
- Daytime coverage during peak demand times
- All EMS certified (most also certified firefighters)
- Utilized to fill full-time vacancies prior to approving overtime.

2025 Admin / PT	BUDGETED
SALARIES	\$138,961.06
FICA	\$8,615.58
MEDICARE	\$2,014.94
WRS	\$9,896.63
LIAB / WC	\$7,834.36
HEALTH & DENTAL	\$7,454.85
VISION	\$93.12
LIFE	\$48.48
TOTAL	\$174,919
Cost per Village	\$87,459.50

SHARED EMS OPERATIONS & WB AMBULANCE

SHARED OPERATION EXPENSES

- **Uniforms**
- **Professional Services (Software, Legal, etc.)**
- **Communications & Technology Equipment**
- **Safety Gear / Supplies (per IGA)**
- **Education & Travel (Includes \$12,000 for one Paramedic School tuition)**
- **WB Responsible for 100% of repairs, maintenance and equipment upkeep for WB leased Ambulance**

2025 EMS OPERATIONS	Total	WB Portion
Uniforms	\$11,000	\$5,500
Professional Services	\$7,000	\$3,500
Communications	\$2,400	\$1,200
Safety Gear / Supplies	\$27,000	\$13,500
Technology	\$6,800	\$3,400
Dues & Subscriptions	\$1,200	\$600
Travel	\$1,600	\$800
Education	\$18,000	\$9,000
WB Ambulance Repairs (100%)	\$1,575	\$1,575
WB Amb Equipment (100% WB)	\$1,750	\$1,750
TOTAL	\$78,325	\$40,825

EMS EXPENSES COVERED BY FONTANA

- **Ambulance Fuel**
- **Repairs & Equipment for two Fontana Ambulances**
- **Medications & Medical Supplies**
- **EMS SUV / Paramedic Intercept Vehicle**

2025 WILLIAMS BAY EMS BUDGET PREVIEW SUMMARY

2025 SUMMARY	BUDGETED	EXPECTED
14 FTE / Referendum	\$919,908.6	\$836,596.8
Chiefs / Part-time / Admin	\$87,459.5	\$87,459.5
EMS Operations	\$37,500.0	\$37,500.0
WB Ambulance / Equipment	\$3,325.0	\$3,325.0
TOTAL	\$1,048,193.1	\$964,881.3

SUMMARY

- 2025 Fourteen FTE expected expenses are in line with 2025 and 2026 referendum projections.
- Future service expansion could reduce service costs for Fontana and Williams Bay.
- All proposed budget information is tentative and has not yet been approved by the Fontana Village Board

RESTATED INTERGOVERNMENTAL AGREEMENT

VILLAGE OF FONTANA-ON-GENEVA LAKE AND VILLAGE OF WILLIAMS BAY

This Agreement originally effective May 1, 2022, and amended July 26, 2023, entered into between the Village of Fontana-on-Geneva Lake, Walworth County, Wisconsin, a Wisconsin municipal corporation (Fontana) and the Village of Williams Bay, Walworth County, Wisconsin, a municipal corporation (Williams Bay), also collectively referred to as “the Parties,” both of which are created and existing under Chapter 61 of the Wisconsin Statutes, is hereby restated to read as follows:

RECITALS

A. WHEREAS, Fontana and Williams Bay wish to enter into an Agreement pursuant to which Fontana will provide ambulance and Emergency Medical Services (EMS) for Williams Bay; and

B. WHEREAS, Fontana and Williams Bay wish to clarify the rights and responsibilities of each party in connection with the furnishing of emergency medical services by Fontana for Williams Bay.

NOW, THEREFORE, in consideration of the above Recitals which are incorporated as a part of this Agreement and the mutual covenants contained herein, the Parties agree as follows:

1. PURPOSE. The purpose of this Agreement is to provide adequate ambulance and emergency medical services for all persons within Williams Bay by means of the Fontana EMS. It is the belief of the Parties that ambulance and emergency medical services within Williams Bay can best be provided through this Agreement on a fair and cost-efficient basis; and that this Agreement will serve the interests of Fontana by the provision of additional resources to the Fontana EMS by Williams Bay as described herein.

Furthermore, the Parties enter into this Agreement for the purpose of establishing a cost effective, coordinated, uniform delivery system for the provision of Emergency Medical Services to individuals within the Village of Fontana and the Village of Williams Bay and for the purpose of determining the roles and responsibilities of each of the Parties and for determining the sharing of costs and/or fiscal responsibility for the provision of those services described in this Agreement.

2. AUTHORIZATION. This Agreement is entered into pursuant to the authorization granted under Sections 61.34 and 66.0301, Wis. Stats.

3. DEFINITIONS

For purposes of this Agreement, the following terms shall have the meanings set forth herein:

- a. "Emergency medical technician or EMT" shall have the meaning set forth in sec. 256.01(6) of the Wisconsin Statutes.
- b. "Advanced emergency medical technician or AEMT" shall have the meaning set forth in sec. 256.01(1k) of the Wisconsin Statutes.
- c. "EMS" shall mean Emergency Medical Services as defined by DHS 110.04(22) Wisconsin Administrative Code.
- d. "Full-time equivalent or FTE" shall represent a unit of measurement standardized to equal the number of hours worked by the typical full-time employee which is 49.8 hours per week.
- e. "Paramedic" shall have the meaning set forth in section 256.01(14) of the Wisconsin Statutes.

4. SERVICES PROVIDED. Fontana agrees to provide ambulance and emergency medical services at an EMT or greater level upon call to any and all persons in need of its services within the corporate boundaries of Williams Bay. The ambulance and EMS will be available 24 hours a day, seven days a week, unless said ambulance and EMS resources are already utilized or unavailable.

5. EQUIPMENT AND PERSONNEL. In providing ambulance emergency medical services, the ambulance will be properly approved and licensed by the necessary authorities. Fontana agrees to maintain its ambulance and equipment in good working order as required by state law. Fontana also agrees to obtain all necessary licenses for operation of the ambulance services. All EMT's and paramedics serving as ambulance attendants will be licensed by the State of Wisconsin.

6. INSURANCE AND INDEMNITY. Fontana agrees to maintain policies of insurance in an amount not less than \$5,000,000 insuring it against claims arising out of errors and omissions in the performance of its emergency medical services. Fontana also agrees to maintain insurance policies against claims for personal injury or property damage caused by the operation of its ambulance and to maintain a general liability policy in an amount not less than \$5,000,000. Williams Bay agrees to maintain insurance policies in an amount not less than \$5,000,000 against claims for personal injury or property damage caused by the operation of its ambulance. Each party, its officers, agents and employees shall be named as additional insureds under the liability policy of the other party as required pursuant to this Agreement. Each party shall maintain and extend insurance to all equipment owned by each party in providing, or utilized by the other party, in providing services per this Agreement.

7. BILLING. Fontana shall be responsible for billing and collecting all patient fees and charges at rates determined by Fontana. All fees and charges collected shall be retained by Fontana.

8. COMPENSATION. During the term of this Agreement, Williams Bay shall compensate Fontana as follows:

- a. The intent of Fontana is to employ a total of 14 FTE EMS personnel at all times. Fontana shall bill Williams Bay for half the cost of hiring and employing up to 14 EMT's, AEMT's or Paramedics as set forth in Addendum "A", attached hereto and incorporated herein by reference (the "Costs").
- b. Williams Bay shall lease one ambulance to Fontana which shall be provided with such equipment and accessories as determined necessary by the Chief of the Fire

Department of Fontana. The lease shall be as set forth in Addendum B and Fontana shall remain the primary service provider Williams Bay shall also be responsible for any costs associated with necessary repair or maintenance of the ambulance (not to include the cost of fuel). The ambulance will be located at a site to be determined by the Chief of the Fire Department of Fontana. If sufficient FTE EMS persons are on duty to staff two ambulances during daytime times, the Chief of the Fire Department of Fontana (or his/her designee) shall use his or her best efforts to ensure that one ambulance is located in Williams Bay unless operational needs require its presence elsewhere.

- c. All billings for Costs by Fontana for the items described in this paragraph 8 shall be submitted and invoiced, in writing, to the Williams Bay Treasurer. Williams Bay shall pay such invoices within thirty (30) days of receipt of same.

9. TERM. The Term of this Agreement shall commence on _____, 2024 and remain in effect for ten years until _____, 2034. This Agreement shall automatically renew for one additional ten year term unless either Party provides a written notice of termination to the other Party at least two years in advance of the end date of the Agreement Term. If at any time during time during the Term of this Agreement, either Party shall fail to win approval of a referendum which would allow it to adequately fund their obligations under this Agreement, then that Party may then give a one-year written notice of termination of this Agreement to the other Party. If Williams Bay terminates this Agreement prior to the end of the Term as provided herein, then Williams Bay shall pay Fontana for the "Costs" of any employees hired pursuant to Section 8.a. in excess of nine until the end of the Term or until the number of said employees is reduced to nine or less through attrition, whichever occurs first .

10.. CONSULTATION AND REPORTS. The Village Board of Fontana and the Village Board of Williams Bay agree to meet jointly not less than two times per year, the first time prior to April

1st and the second time prior to September 1st of each year that this Agreement remains in place. The purpose of such meeting is to discuss the financial aspects of this Agreement prior to the establishment of the respective budgets of each party.

a. Fontana shall provide Williams Bay with monthly reports containing details concerning EMS services provided to Williams Bay in the preceding month. Such reports shall be provided within twenty (20) days of the end of each month and will be submitted to the Williams Bay Clerk.

11.. WILLIAMS BAY FIRE DEPARTMENT EMS PERSONNEL. Fontana agrees that Williams Bay Fire Department EMS personnel may have use of the ambulance and related equipment and accessories provided by Williams Bay to Fontana pursuant to paragraph 8.b. of this Agreement to provide EMS services during special activities occurring in Williams Bay such as athletic events, parades, events occurring in Village parks and other similar events. In that circumstance such EMS personnel shall be under the direction and supervision of the Fire Chief of the Williams Bay Fire Department. Should the Chief of the Fire Department of Fontana call upon Williams Bay Fire Department EMS personnel to assist Fontana EMS in Williams Bay, the Williams Bay EMS personnel shall provide such assistance under the direction and supervision of the Fire Chief of the Fire Department of Fontana. However, the Williams Bay personnel shall not be considered employees of Fontana and Williams Bay shall be responsible for all actions of said Williams Bay personnel as well as all benefits which may accrue to such Williams Bay personnel from providing such assistance.

12.. NON-ASSIGNABILITY. This is a personal services agreement between Fontana and Williams Bay. Neither party may assign any of the obligations or rights contained in this agreement to any other party without consent of the other party.

13.. AMENDMENT. This Agreement may be amended by the Parties only in writing signed by the Parties.

14.. INTERPRETATION. This Agreement must be interpreted and construed reasonably and neither before for or against either of the Parties, regardless of the degree to which either of the Parties

participated in its drafting. The Parties intend that the authority granted to them by Wis. Stats. § 66.0301 be interpreted liberally in favor of cooperative action between the Parties.

DATED: _____, 2024..

VILLAGE OF WILLIAMS BAY

By: _____
William Duncan, President

Attest: _____
Tina Kolls, Clerk

DATE: _____, 2024..

VILLAGE OF FONTANA-ON-GENEVA LAKE

By: _____
Patrick Kenny, President

Attest: _____
Bonnie Liptak, Clerk