

**CITY OF CEDARBURG/TOWN OF CEDARBURG  
AD HOC JOINT FIRE/EMS SERVICES  
COMMITTEE MEETING  
UNAPPROVED MINUTES  
NOVEMBER 11, 2021**

A regular meeting of the Ad Hoc Joint Fire/EMS Services Committee was held Thursday, November 11, 2021, at Cedarburg Fire Station #1, W61 N631 Mequon Avenue, Cedarburg, WI.

The meeting was called to order by Chairperson Fire Chief Jeff Vahsholtz at 7:02 p.m.

Roll Call: Present – City of Cedarburg – Scott Gonwa, Daniel Den Boer, Council Member Robert Simpson (arrived 7:34 pm)

Town of Cedarburg – Town Supervisor Bill Wattson, Don Borgwardt, Daryl Herrick

Also Present - Assistant Administrator/Town Clerk Jack Johnston, Fire Chief Jeff Vahsholtz, Deputy Chief Joseph Hintz, Fire Inspector Blake Karnitz and interested citizens.

**STATEMENT OF PUBLIC NOTICE**

At Chairperson Jeff Vahsholtz's request, Assistant Administrator/Town Clerk Jack Johnston verified that notice of this meeting was posted in accordance with the Wisconsin Open Meetings Law.

**COMMENTS & SUGGESTIONS FROM CITIZENS** - None

**APPROVAL OF MINUTES**

Bill Wattson made a motion to approve the October 27, 2021, Joint Fire/EMS Services Committee minutes, seconded by Daniel Den Boer. Motion carried without a negative vote.

**NEW BUSINESS**

**A. Discussion and possible action on refined version of Staffing Model No. 2**

Chief Vahsholtz provided an update to the Committee that Administrator Ryer had reached out to the Wisconsin Department of Revenue (DOR) to ask for clarity if there was a levy limit exemption that would apply to a modified joint fire department. Andrea Newman Wilfong, a Revenue Auditor from the DOR clarified that there appears to be no such levy limit exemption for this. She explained that the only way to increase the levy would be to go to referendum for both the Town and City.

Chief Vahsholtz provided a handout with an in-depth breakdown of the Staffing Model No. 2 recommendation from staff. The Committee has previously reached an agreement that the desired response time for the Department should be 8 minutes. To accomplish that, staff recommended eight positions consisting of a full-time deputy chief, a full-time fire inspector, and six full time fire fighters/AEMTs.

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Bill Wattson commented that the “Future Considerations” section of the report was not previously discussed by the Committee and wanted discussion from the Committee if they were comfortable including it further. Chief Vahsholtz explained the report includes that section at the direction of City Administrator Hilvo. He stated that he is currently part time, but the next Chief should be full-time. Further, as the City/Town grow and calls go up, it is likely the administrative assistant job would need to be full-time as well. The logic behind including those future considerations figures was to negate the need of the fire department coming back to the Board/Council at a future date if needs change.

Bill Wattson suggested that a 1-2 page executive summary be developed for the report before bringing it before the Common Council and Town Board. He offered his assistance to Blake Karnitz to help develop that summary if needed. The Committee agreed to have an executive summary be developed and reconvene in 2022.

**B. Discussion and possible action on identifying future agenda items**

Bill Wattson made a motion to recess meetings for the Ad Hoc Joint Fire/EMS Services Committee until 2022 to see what future directions the Town Board and Common Council give the Committee. Daryl Herrick seconded, and the motion passed without a negative vote.

**ADJOURNMENT**

Don Borgwardt made a motion to adjourn the meeting at 8:01 pm. Daryl Herrick seconded, and the motion passed without a negative vote and the meeting adjourned.

Jack Johnston  
Assistant Administrator/Town Clerk  
Town of Cedarburg