Finance/Personnel Committee

335 South Broadway

De Pere, WI 54115
http://www.de-pere.org

Regular Meeting

Agenda

Tuesday, December 8, 2015 | **7:30 PM** | **De Pere City Hall Council Chambers**

Pursuant to Wisconsin Statutes 19.84, Notice is hereby given to the public that a meeting of the **Finance/Personnel Committee** of the City of De Pere will be held on **December 8, 2015** at **7:30 PM** in the **De Pere City Hall Council Chambers, 335 S. Broadway Street, De Pere, WI 54115.**

This meeting can be viewed LIVE at www.depere.tv. This meeting is also rebroadcast on TW Cable Channel 4 and AT&T U-verse Channel 99 throughout the week and available on demand at www.depere.tv.

Call to Order

1. Roll Call
2. Approval of the minutes of the November 10. 2015 regular meeting of the Finance/Personnel Committee.
3. Police Overtime Report for November 2015
4. Fire Department Overtime and EMS Billing Report for November, 2015.
5. Consideration of contract with Accurate Appraisal for Revaluation and Contract Assessor Services.
6. Consideration of 1.5% 60 Day Short-Term Note of $147,000 with Associated Bank.
7. Recommendation to create Seasonal Building Maintenance Assistant position.
8. 2016 Recommendations for Seasonal Employee Wage Scale.
9. Public comment and other announcements.
10. Future agenda items.
11. Fire Department's status report and presentation for ambulance billing process.

    PLEASE TAKE NOTICE, that pursuant to Wis. Stats. §19.85(1)(g), the Finance/Personnel Committee may convene in closed session for the purpose of conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.
    The Finance/Personnel Committee may then reconvene in open session to take action on any matter discussed in closed session or for such other purposes as are allowed by law.

12. Adjournment

Notice is hereby given that a majority of the members of the Common Council of the City of De Pere may attend this meeting to gather information about a subject(s) over which they have decision-making responsibility.

Any person wishing to attend this meeting who, because of disability, requires special accommodations should contact the Clerk-Treasurer's office at 339-4050 by Noon, the previous day so that arrangements can be made.

Agenda Sent To:
Alderpersons
City Administrator
Mayor
Department Heads
TV, Newspapers & Radio Stations
Kress Family Library
De Pere Chamber of Commerce

City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE:	**December 8, 2015**
DEPARTMENT:	**City Attorney**
FROM:	**Jeni Dupont**
SUBJECT:	**Approval of the minutes of the November 10. 2015 regular meeting of the Finance/Personnel Committee.**

ATTACHMENTS:

- November 10, 2015 DRAFT Minutes (DOC)

Finance/Personnel Committee

335 South Broadway

De Pere, WI 54115
http://www.de-pere.org

Regular Meeting

Draft Minutes

Tuesday, November 10, 2015 **7:30 PM** **De Pere City Hall Council Chambers**

Call to Order

Mayor Michael J. Walsh called the regular meeting of the Finance/Personnel Committee to order at 7:30 PM on November 10, 2015 at De Pere City Hall Council Chambers, 335 S. Broadway Street, De Pere, WI.

Attendee Name	Title	Status	Arrived
Scott Crevier	Alderperson	Present	
Michael Donovan	Alderperson	Present	
Larry Lueck	Alderperson	Excused	
Lisa Rafferty	Alderperson	Present	
Michael J. Walsh	Mayor	Present	

Also present: City Administrator Lawrence Delo, City Attorney Judith Schmidt-Lehman, Police Chief Derek Beiderwieden, Finance Director Joe Zegers, Assistant Fire Chief Al Matzke and members of the public.

2. Approval of the minutes of the October 13, 2015 regular meeting of the Finance/Personnel Committee.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Scott Crevier, Alderperson
SECONDER:	Michael Donovan, Alderperson
AYES:	Scott Crevier, Michael Donovan, Lisa Rafferty, Michael J. Walsh
EXCUSED:	Larry Lueck

3. Approve Police Overtime Report for October 2015

Discussion followed motion regarding percent of overtime budget used to date being lower than it has been in the past. Chief Beiderwieden explained that typically police department overtime is due to staffing and his department is fully staffed right now.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Michael J. Walsh, Mayor
SECONDER:	Lisa Rafferty, Alderperson
AYES:	Scott Crevier, Michael Donovan, Lisa Rafferty, Michael J. Walsh
EXCUSED:	Larry Lueck

4. Fire Department Overtime and EMS Billing Report for October, 2015.

Discussion followed motion regarding the EMS billing issue. Assistant Fire Chief Matzke explained that Chief Rubin plans to bring forward an analysis and recommendation to the December meeting. Mayor Walsh requested that the overtime report shows the number of actual working fires and EMS calls per month, not just overtime for the calls.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Scott Crevier, Alderperson
SECONDER:	Lisa Rafferty, Alderperson
AYES:	Scott Crevier, Michael Donovan, Lisa Rafferty, Michael J. Walsh
EXCUSED:	Larry Lueck

5. Review Request to Modify Wash World Inc. 2013 Industrial Revenue Bonds. *

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Michael Donovan, Alderperson
SECONDER:	Lisa Rafferty, Alderperson
AYES:	Scott Crevier, Michael Donovan, Lisa Rafferty, Michael J. Walsh
EXCUSED:	Larry Lueck

6. Request for approval of DIME upgrade MOU. *

Discussion followed motion with questions regarding when the last upgrade was and how long it will last; the reasoning behind the appropriation of fees and which communities get to use the product. Answers to these questions will be provided by GIS Coordinator Bill Boyle for the November 17, 2015 Common Council meeting.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Scott Crevier, Alderperson
SECONDER:	Michael J. Walsh, Mayor
AYES:	Scott Crevier, Michael Donovan, Lisa Rafferty, Michael J. Walsh
EXCUSED:	Larry Lueck

7. Consider Donations to the Fire Department:

Mayor Walsh moved, seconded by Alderperson Donovan to accept all three donations. Upon vote, motion carried unanimously.

A. Consider Donation of Smoke Detectors from Professional Fire Fighters of Wisconsin.*

B. Consider Donation of Smoke & Carbon Monoxide Detectors from Jarden Safety Company*

C. Consider Donation of Smoke & Carbon Monoxide Detectors from FM Global.*

8. Public Comment and announcements.

None.

9. Future agenda items.

None.

10. Adjournment

Upon motion by Mayor Walsh, seconded by Alderperson Donovan, the Finance/Personnel Committee unanimously adjourned at 7:53 PM.

Respectfully submitted,
Jennifer Dupont

City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE:	**December 8, 2015**
DEPARTMENT:	**Police**
FROM:	**Derek Beiderwieden**
SUBJECT:	**Police Overtime Report for November 2015**

Training overtime hours for November were for Emergency Vehicle Operations training required for all sworn officers.

Miscellaneous overtime of 25.5 hours are comprised of patrol 1.5 fraction allotments, a background check for a new officer, citizen academy, and scene security for a homicide investigation.

Reimbursed Miscellaneous overtime of 46 hours is comprised of 39 Drug Task Force investigation hours and 7 OWI Task Force hours.

The department has expended approximately 75% of the 2015 budgeted overtime amount.

Please let me know if you have any questions.

ATTACHMENTS:

- November 2015 PD OT Report (PDF)
- 2014 PD OT Report Summary (PDF)
- 2013 PD OT Report Summary (PDF)

DE PERE POLICE DEPARTMENT
OVERTIME BY REASON
2015

REASON	JAN*	FEB**	MAR***	APR+	MAY++	JUN ^	JUL #	AUG ##	SEPT^^	OCT^^^	NOV*+	DEC*+*	TOTAL
OFFICER SICK RELIEF	32.00	77.50	59.50	59.50	54.50	23.50	23.00	70.50	29.00	22.50	45.00		496.50
OFFICER WORKED ON HOLIDAY	8.00	18.00	4.00	26.00	12.00	97.50	63.00	13.00	129.25	14.00	16.00		400.75
OFFICER FOR COURT	14.00	22.00	18.50	8.00	6.00	16.00	12.00	10.00	11.00	12.00	6.00		135.50
OFFICER TRAINING	19.00	144.50	132.50	73.75	78.00	54.50	17.00	65.50	179.50	97.50	99.25		961.00
OFFICER RELIEF FOR FUNERAL			7.50										7.50
OFFICER ATTEND MEETING	12.00		12.00	7.50	0.50	16.00	4.00	22.50		17.00	8.50		100.00
STAFFING LEVEL	45.00	47.50	49.50	67.00	103.00	105.00	112.00	102.25	98.00	59.00	105.00		893.25
INVESTIGATION	20.25	78.00	43.25	34.50	35.00	48.00	49.00	25.00	26.00	26.00	51.50		436.50
HONOR GUARD FOR FUNERAL				22.00	8.00	2.00				3.00	12.00		47.00
SCHOOL LIAISON REIMBURSED	17.00	35.00	19.00	21.50	8.50	21.50		14.00	30.50	38.50			205.50
COMMUNITY RELATIONS	1.00		2.00							3.50			6.50
SPECIAL ASSIGNMENT									22.50	24.50			47.00
SPECIAL ASSIGNMENT REIMBURSED		10.00		10.50	26.00	178.00	6.00		10.00				240.50
MISCELLANEOUS	6.00	14.25	7.75	8.75	35.00	18.50	9.75	8.75	53.25	6.25	25.50		193.75
MISCELLANEOUS REIMBURSED	59.50	33.50	24.00	39.00	20.50	28.50	33.25	30.00	44.00	15.00	46.00		373.25
Gross OFFICER OVERTIME	233.75	480.25	379.50	378.00	387.00	609.00	329.00	361.50	633.00	338.75	414.75	0.00	4544.50
SUBTOTAL REIMBURSED OVERTIME	(76.50)	(78.50)	(43.00)	(71.00)	(55.00)	(228.00)	(39.25)	(44.00)	(84.50)	(53.50)	(46.00)	0.00	(819.25)
NET OFFICER OVERTIME	157.25	401.75	336.50	307.00	332.00	381.00	289.75	317.50	548.50	285.25	368.75	0.00	3725.25
SECRETARY OVERTIME													0.00
Community Service Officer	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Total Overtime Budget: **$150,000.00**
Est. Expenditures through 11/27/2015 **$112,823.00**
Percent of Total Budget: **75.22%**

NOTES:

* Period 1/3/2015 - 1/30/2015
**Period 1/31/2015 - 2/27/2015
***Period 2/28/2015 - 3/27/2015
+Period 3/28/2015 - 4/24/2015
++Period 4/25/2015 - 5/22/2015
^Period 5/23/2015 - 7/03/2015
#Period 7/4/2015 - 7/31/2015
##Period 8/1/2015 - 8/28/2015
^^Period 8/29/2015 - 9/25/2015
^^^Period 9/26/2015 - 10/23/2015
*+Period 10/24/2015 - 11/20/2015
*+*Period 11/21/2015 -

DE PERE POLICE DEPARTMENT
OVERTIME BY REASON
2014

REASON	JAN*	FEB**	MAR***	APR+	MAY++	JUN ^	JUL #	AUG ##	SEPT^^	OCT^^^	NOV*+	DEC*+*	TOTAL
OFFICER SICK RELIEF	35.25	82.50	83.25	53.25	62.25	52.50	63.75	54.75	62.25	159.00	39.75	51.75	800.25
OFFICER WORKED ON HOLIDAY	4.00	4.00	8.00	41.25	18.50	54.25	60.50	16.00	116.00	22.00	8.00	227.00	579.50
OFFICER FOR COURT	36.00	12.00	15.00	9.00	18.50	21.00	27.00	18.75	3.00	9.00	14.25	6.00	189.50
OFFICER TRAINING		13.00	32.25	90.50	19.75	59.75	42.25	12.50	59.00	64.75	141.50	29.50	564.75
OFFICER RELIEF FOR FUNERAL							29.25		16.50		30.00		75.75
OFFICER ATTEND MEETING	40.50		6.00	9.75	11.25			17.25		2.25	38.75		125.75
STAFFING LEVEL	27.75	16.50	35.50	51.75	142.00	221.25	341.50	199.50	208.50	211.50	255.50	319.00	2030.25
INVESTIGATION	34.75	22.25	8.25	37.50	64.75	18.75	85.25	56.00	53.25	22.75	34.25	87.75	525.50
HONOR GUARD FOR FUNERAL													0.00
SCHOOL LIAISON REIMBURSED	24.00	49.50	21.75	34.50	24.75	32.25		18.75	48.00	79.50	22.50	27.75	383.25
COMMUNITY RELATIONS									3.00	8.25			11.25
SPECIAL ASSIGNMENT													0.00
SPECIAL ASSIGNMENT REIMBURSED		15.00			34.00	255.25	6.75		36.75	9.00		55.50	412.25
MISCELLANEOUS	14.00	25.25	28.50	5.50	26.50	62.75	25.75	17.25	26.25	34.50	17.75	31.75	315.75
MISCELLANEOUS REIMBURSED	107.25	102.00	119.25	107.00	93.00	141.75	203.25	96.00	110.25	97.50	66.75	104.25	1348.25
Gross OFFICER OVERTIME	323.50	342.00	357.75	440.00	515.25	919.50	885.25	506.75	742.75	720.00	669.00	940.25	7362.00
SUBTOTAL REIMBURSED OVERTIME	(131.25)	(166.50)	(141.00)	(141.50)	(151.75)	(429.25)	(210.00)	(114.75)	(195.00)	(186.00)	(89.25)	(187.50)	(2143.75)
NET OFFICER OVERTIME	192.25	175.50	216.75	298.50	363.50	490.25	675.25	392.00	547.75	534.00	579.75	752.75	5218.25
SECRETARY OVERTIME													0.00
Community Service Officer	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Total Overtime Budget: **$133,357.00**

Expenditures through 1/02/2015 **$145,016.00**

Percent of Total Budget: **108.74%**

NOTES:

* Period 1/4/2014 - 1/31/2014
eriod 2/1/2014 - 2/28/2014
Period 03/01/2014 - 03/28/2014

+Period 3/29/2014 - 4/25/2014
++Period 4/26/2014 - 5/23/2014
^Period 5/24/2014 - 6/20/2014

#Period 6/21/2014 - 08/01/2014
##Period 8/2/2014 - 8/29/2014
^^Period 8/30/2014 - 9/26/2014

^^^Period 9/27/2014 - 10/24/2014
*+Period 10/25/2014 - 11/21/2014
*+*Period 11/22/2014 - 1/2/2015 (6 weeks)

DE PERE POLICE DEPARTMENT
OVERTIME BY REASON
2013

REASON	JAN*	FEB**	MAR***	APR+	MAY++	JUN ^	JUL #	AUG ##	SEPT^^	OCT^^^	NOV*+	DEC*+*	TOTAL
OFFICER SICK RELIEF	102.00	75.00	69.75	106.50	178.00	26.25	90.00	25.50	77.25	53.25	22.50	65.25	891.25
OFFICER WORKED ON HOLIDAY	178.00	12.00	34.25	13.50	10.50	65.00	65.00	4.00	118.50	12.00	4.00	244.00	760.75
OFFICER FOR COURT	15.00	15.00	21.00	3.00	15.00	12.00	28.50	10.50	45.50	18.00	12.00	18.00	213.50
OFFICER TRAINING	10.00	62.50	36.00	75.75	221.00	63.25	111.50	3.00	77.50	175.25	156.75	14.75	1007.25
OFFICER RELIEF FOR FUNERAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			27.75		27.75
OFFICER ATTEND MEETING	1.50	6.25	0.00	0.00	0.00	7.50	16.50	3.00	15.00	22.50	15.00	14.00	101.25
STAFFING LEVEL	166.50	57.75	157.50	118.50	210.00	186.00	400.75	375.25	215.75	136.50	106.50	195.75	2326.75
INVESTIGATION	50.25	54.00	51.75	27.75	123.50	59.75	87.00	51.75	105.25	41.75	54.25	58.00	765.00
HONOR GUARD FOR FUNERAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00						0.00
SCHOOL LIAISON REIMBURSED	26.25	74.25	40.50	22.50	47.00	25.50	0.00	18.75	58.50	48.00	18.00	33.00	412.25
COMMUNITY RELATIONS	0.00	0.00	0.00	0.00	0.00	0.00	0.00						0.00
SPECIAL ASSIGNMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00						0.00
SPECIAL ASSIGNMENT REIMBURSED	0.00	15.25	0.00	10.50	9.00	299.75	6.00	20.25	15.75	11.50		69.50	457.50
MISCELLANEOUS	41.25	23.00	87.00	21.75	16.00	29.25	31.75	39.75	30.75	25.50	25.25	36.75	408.00
MISCELLANEOUS REIMBURSED	156.00	98.25	113.25	117.25	183.75	168.00	68.25	67.50	55.50	94.50	72.75	105.75	1300.75
Gross OFFICER OVERTIME	746.75	493.25	611.00	517.00	1013.75	942.25	905.25	619.25	815.25	638.75	514.75	854.75	8672.00
SUBTOTAL REIMBURSED OVERTIME	(182.25)	(187.75)	(153.75)	(150.25)	(239.75)	(493.25)	(74.25)	(106.50)	(129.75)	(154.00)	(90.75)	(208.25)	(2170.50)
NET OFFICER OVERTIME	564.50	305.50	457.25	366.75	774.00	449.00	831.00	512.75	685.50	484.75	424.00	646.50	6501.50
Community Service Officer	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Total Overtime Budget:	**$130,000.00**
Expenditures through 09/27/2013	**$167,529.00**
Percent of Total Budget:	**128.87%**

NOTES:

* Period 12/22/2012 - 02/01/2013
**Period 2/2/2013 - 3/1/2013
***Period 3/2/2013 - 3/29/2013
+Period 3/30/2013 - 4/26/2013
++Period 4/27/2013 - 5/24/2013
^Period 5/25/2013 - 6/21/2013
#Period 6/22/2013 - 8/2/2013
##Period 8/3/2013 - 8/30/2013
^^Period 8/31/2013 - 9/27/2013
^^^Period 9/28/2013 - 10/25/2013
*+Period 10/26/2013 - 11/22/2013
*+*Period 11/23/2013 - 1/3/2014

City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE:	**December 8, 2015**
DEPARTMENT:	**Fire Department**
FROM:	**Dennis Rubin**
SUBJECT:	**Fire Department Overtime and EMS Billing Report for November, 2015.**

ATTACHMENTS:

- FIRE DEPT NOV OT REPORT (PDF)

DE PERE FIRE RESCUE
OVERTIME BREAKDOWN BY REASON
FOR THE YEAR OF 2014

REASON	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	TOTA
DUTY CREW	73.5	147	98.75	48	112.5	85.25	59.75	39	83	56.25	143	48	994
EMS TRAINING	70.5	83	81	53.5	35.5	3	12	18.5	12	168.25	76.5	67.5	681.2
FIRE TRAINING	11	5.5	6	48.75	0	8	2.25	0	0	35.25	46	216.75	379.5
RESCUE CALLS	15.5	17	3.5	8.5	15.5	0	11.25	1	5.25	16	22.5	5.5	121.5
FIRE CALLS	0	0	0	0	0	0	5.25	0	0	39.75	19	0	64
MEETINGS	15	16.5	18	26.25	21	11.25	15	20.25	18.5	21.25	27.25	36.75	247
STAFFING REP.	0	41.25	3	0	6.75	51	288	45.75	17	40.5	219.75	108	821
MAINTENANCE	0	3.5	0	0	31	23	0	24	29.5	0	0	0	111
PUB. ED.	0	0	5.25	0	0	3	0	0	18.75	12.75	71.75	12	123.5
SPECIAL EVENTS	0	20	0	21	36	119.5	0	21	7.5	0	0	0	225
# FIRE RUNS	30	31	22	25	30	25	27	27	27	41	27	167	479
# of EMS RUNS	147	145	136	139	160	174	142	161	154	164	144	30	1696
DISPATCH ERRORS	6	1	3	3	9	1	4	1	5	0	1	2	36
TOTAL HRS.	185.5	333.75	215.5	206	258.25	304	393.5	169.5	191.5	390	625.75	661.5	3767.7

OVERTIME BREAKDOWN BY REASON
FOR THE YEAR OF 2015

REASON	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	TOTA
DUTY CREW	120	87	165	154.25	177	112.25	110.25	62.5	242.25	57.75	36		1324.2
EMS TRAINING	63	301.5	91	89.5	59	12	4.75	4.5	78	52	85.5		840.7
FIRE TRAINING	0	6.75	30.75	0	16.5	147.75	57	39.75	14.5	41	35.75		389.7
RESCUE CALLS	11.5	8.5	23.25	7	14.25	11	13.75	2	7.75	9.25	3		111.2
FIRE CALLS	0	0	3.75	0.75	0	0	0.75	0	0	0.75	0		6
MEETINGS	141.5	132.75	65.5	90.5	56	56.5	147	20.75	12.5	46	52.75		821.7
STAFFING REP.	216	43.5	65.25	36	105.5	72.5	118.25	276	85.5	55.5	107.25		1181.2
MAINTENANCE	4.5	1	5.25	3	16.5	0	0	0	0	12	3		45.25
PUB. ED.	0	19.25	37.5	14	24.5	38.25	14.25	3.5	7	64.5	3		225.7
SPECIAL EVENTS	0	0	0	0	0	168.5	101	0	97.25	0	0		366.7
# FIRE RUNS	28	25	14	28	22	32	37	30	25	25	19		285
# of EMS RUNS	170	156	184	165	173	197	138	161	166	142	142		1794
DISPATCH ERRORS	4	0	5	5	6	7	5	12	10	5	4		63
TOTAL HRS.	556.5	600.25	487.25	395	469.25	618.75	567	409	544.75	338.75	326.25	0	5312.

Special Events included in Overtime

Total Overtime Budget $80,000 Expenditures through November 20, 2015 $91,108 114%

Incident Type Report (Summary)
From 01/01/15 To 11/30/15
Report Printed On: 12/01/2015

Incident Type	Count	% of Incidents	Est. Property Loss	Est. Content Loss	Total Est. Loss	% of Losses
1 Fire						
Fire, other (100)	1	0.05%	$0.00	$0.00	$0.00	0.00%
Building fire (111)	15	0.70%	$231,500.00	$312,000.00	$543,500.00	88.69%
Fires in structure other than in a building (112)	1	0.05%	$2,000.00	$10,000.00	$12,000.00	1.96%
Cooking fire, confined to container (113)	3	0.14%	$0.00	$0.00	$0.00	0.00%
Chimney or flue fire, confined to chimney or flue (114)	4	0.19%	$0.00	$0.00	$0.00	0.00%
Trash or rubbish fire, contained (118)	1	0.05%	$0.00	$0.00	$0.00	0.00%
Road freight or transport vehicle fire (132)	1	0.05%	$5,000.00	$0.00	$5,000.00	0.82%
Natural vegetation fire, other (140)	1	0.05%	$0.00	$0.00	$0.00	0.00%
Forest, woods or wildland fire (141)	2	0.09%	$0.00	$0.00	$0.00	0.00%
Brush or brush-and-grass mixture fire (142)	2	0.09%	$0.00	$0.00	$0.00	0.00%
Outside rubbish fire, other (150)	3	0.14%	$0.00	$200.00	$200.00	0.03%
Outside rubbish, trash or waste fire (151)	2	0.09%	$0.00	$0.00	$0.00	0.00%
Special outside fire, other (160)	2	0.09%	$100.00	$30.00	$130.00	0.02%
Outside storage fire (161)	1	0.05%	$0.00	$0.00	$0.00	0.00%
	39	**1.83%**	**$238,600.00**	**$322,230.00**	**$560,830.00**	**91.52%**
2 Overpressure Rupture, Explosion, Overheat(no fire)						
Overpressure rupture, explosion, overheat other (200)	2	0.09%	$0.00	$0.00	$0.00	0.00%
Excessive heat, scorch burns with no ignition (251)	5	0.23%	$300.00	$0.00	$300.00	0.05%
	7	**0.32%**	**$300.00**	**$0.00**	**$300.00**	**0.05%**
3 Rescue & Emergency Medical Service Incident						
Rescue, EMS incident, other (300)	9	0.42%	$0.00	$0.00	$0.00	0.00%
Medical assist, assist EMS crew (311)	3	0.14%	$0.00	$0.00	$0.00	0.00%
Emergency medical service, other (320)	20	0.93%	$0.00	$0.00	$0.00	0.00%
EMS call, excluding vehicle accident with injury (321)	1630	76.06%	$0.00	$0.00	$0.00	0.00%
Motor vehicle accident with injuries (322)	62	2.89%	$0.00	$0.00	$0.00	0.00%
Motor vehicle accident with no injuries. (324)	10	0.47%	$0.00	$0.00	$0.00	0.00%
Extrication, rescue, other (350)	1	0.05%	$150.00	$0.00	$150.00	0.02%
Extrication of victim(s) from vehicle (352)	1	0.05%	$0.00	$0.00	$0.00	0.00%
Water & ice-related rescue, other (360)	1	0.05%	$0.00	$0.00	$0.00	0.00%
Swimming/recreational water areas rescue (361)	1	0.05%	$0.00	$0.00	$0.00	0.00%
Watercraft rescue (365)	2	0.09%	$0.00	$0.00	$0.00	0.00%
	1740	**81.20%**	**$150.00**	**$0.00**	**$150.00**	**0.02%**
4 Hazardous Condition (No Fire)						
Hazardous condition, other (400)	3	0.14%	$0.00	$0.00	$0.00	0.00%
Combustible/flammable gas/liquid condition, other (410)	1	0.05%	$0.00	$0.00	$0.00	0.00%
Gasoline or other flammable liquid spill (411)	4	0.19%	$0.00	$0.00	$0.00	0.00%
Gas leak (natural gas or LPG) (412)	7	0.33%	$0.00	$0.00	$0.00	0.00%
Oil or other combustible liquid spill (413)	1	0.05%	$0.00	$0.00	$0.00	0.00%
Toxic condition, other (420)	1	0.05%	$0.00	$0.00	$0.00	0.00%
Carbon monoxide incident (424)	8	0.37%	$0.00	$0.00	$0.00	0.00%
Electrical wiring/equipment problem, other (440)	3	0.14%	$0.00	$0.00	$0.00	0.00%
Overheated motor (442)	1	0.05%	$0.00	$0.00	$0.00	0.00%
Power line down (444)	11	0.51%	$0.00	$0.00	$0.00	0.00%
Arcing, shorted electrical equipment (445)	1	0.05%	$0.00	$0.00	$0.00	0.00%
Building or structure weakened or collapsed (461)	1	0.05%	$0.00	$0.00	$0.00	0.00%
	42	**1.98%**	**$0.00**	**$0.00**	**$0.00**	**0.00%**
5 Service Call						
Service Call, other (500)	10	0.47%	$1,500.00	$10,000.00	$11,500.00	1.88%
Person in distress, other (510)	3	0.14%	$0.00	$0.00	$0.00	0.00%
Lock-out (511)	7	0.33%	$0.00	$0.00	$0.00	0.00%
Water problem, other (520)	1	0.05%	$0.00	$0.00	$0.00	0.00%
Water or steam leak (522)	1	0.05%	$0.00	$40,000.00	$40,000.00	6.53%
Smoke or odor removal (531)	7	0.33%	$0.00	$0.00	$0.00	0.00%
Animal rescue (542)	1	0.05%	$0.00	$0.00	$0.00	0.00%
Public service assistance, other (550)	3	0.14%	$0.00	$0.00	$0.00	0.00%
Assist police or other governmental agency (551)	1	0.05%	$0.00	$0.00	$0.00	0.00%
Assist invalid (554)	55	2.57%	$0.00	$0.00	$0.00	0.00%
Unauthorized burning (561)	1	0.05%	$0.00	$0.00	$0.00	0.00%
	90	**4.23%**	**$1,500.00**	**$50,000.00**	**$51,500.00**	**8.41%**
6 Good Intent Call						
Good intent call, other (600)	6	0.28%	$0.00	$0.00	$0.00	0.00%
Dispatched and cancelled en route (611)	53	2.47%	$0.00	$0.00	$0.00	0.00%
Wrong location (621)	49	2.29%	$0.00	$0.00	$0.00	0.00%
No incident found on arrival at dispatch address (622)	2	0.09%	$0.00	$0.00	$0.00	0.00%
Authorized controlled burning (631)	1	0.05%	$0.00	$0.00	$0.00	0.00%
Smoke scare, odor of smoke (651)	1	0.05%	$0.00	$0.00	$0.00	0.00%
Smoke from barbecue, tar kettle (653)	1	0.05%	$0.00	$0.00	$0.00	0.00%
HazMat release investigation w/no HazMat (671)	2	0.09%	$0.00	$0.00	$0.00	0.00%
	115	**5.37%**	**$0.00**	**$0.00**	**$0.00**	**0.00%**
7 False Alarm & False Call						
False alarm or false call, other (700)	15	0.70%	$0.00	$0.00	$0.00	0.00%

Malicious, mischievous false call, other (710)	1	0.05%	$0.00	$0.00	$0.00	0.00%
Municipal alarm system, malicious false alarm (711)	1	0.05%	$0.00	$0.00	$0.00	0.00%
System malfunction, other (730)	1	0.05%	$0.00	$0.00	$0.00	0.00%
Sprinkler activation due to malfunction (731)	1	0.05%	$0.00	$0.00	$0.00	0.00%
Smoke detector activation due to malfunction (733)	7	0.33%	$0.00	$0.00	$0.00	0.00%
Alarm system sounded due to malfunction (735)	12	0.56%	$0.00	$0.00	$0.00	0.00%
CO detector activation due to malfunction (736)	23	1.07%	$0.00	$0.00	$0.00	0.00%
Unintentional transmission of alarm, other (740)	7	0.33%	$0.00	$0.00	$0.00	0.00%
Sprinkler activation, no fire - unintentional (741)	4	0.19%	$0.00	$0.00	$0.00	0.00%
Smoke detector activation, no fire - unintentional (743)	8	0.37%	$0.00	$0.00	$0.00	0.00%
Detector activation, no fire - unintentional (744)	7	0.33%	$0.00	$0.00	$0.00	0.00%
Alarm system activation, no fire - unintentional (745)	19	0.89%	$0.00	$0.00	$0.00	0.00%
Carbon monoxide detector activation, no CO (746)	2	0.09%	$0.00	$0.00	$0.00	0.00%
	108	**5.06%**	**$0.00**	**$0.00**	**$0.00**	**0.00%**
9 Special Incident Type						
Special type of incident, other (900)	2	0.09%	$0.00	$0.00	$0.00	0.00%
	2	**0.09%**	**$0.00**	**$0.00**	**$0.00**	**0.00%**
Total Incident Count:	**2143**			**Total Est. Loss:**	**$612,780.00**	

DE PERE FIRE RESCUE
MUTUAL AID REPORT
NOVEMBER, 2015

MUTUAL AID GIVEN

RUN #	AGENCY	TYPE OF CALL
2133	ASHWAUBENON	FIRE
2134	ASHWAUBENON	EMS

MUTUAL AID RECEIVED

RUN #	AGENCY	TYPE OF CALL
2043	GREEN BAY	EMS
2088	ASHWAUBENON	EMS
2108	ASHWAUBENON	FIRE
2116	GREEN BAY	EMS
2121	COUNTY RESCUE	EMS

NOVEMBER, 2015

*OVERTIME CAUSED BY SICK LEAVE

DATE	HOURS OF SICK LEAVE	OVERTIME PAID
10/24/15	24	36
11/17/15	21.5	32.25
TOTALS	45.5	68.25

*Overtime generated when staffing levels fall below minimum as a result of sick leave.

EMS BILLING MONTHLY BILLING FIGURES

	JAN. '15	FEB. '15	MAR. '15	APR. '15	MAY '15	JUNE '15
CHARGES	105,520	49,779	54,831	218,747	115,506	92,784
PAYMENTS	66,188	54,929	51,556	41,264	79,674	75,580
ADJUSTMENTS	40,252	20,631	26,791	72,784	45,705	39,287
WRITE OFFS	15	226	10	11,364	10,698	8,639

	JULY '15	AUG. '15	SEPT. '15	OCT. '15	NOV. '15	DEC. '15
CHARGES	102,555	126,620	101,910	89,856		
PAYMENTS	69,051	65,019	55,994	65,594		
ADJUSTMENTS	41,554	43,732	36,416	34,193		
WRITE OFFS	17,084	5,584	7,931	18,549		

Payments to EMS	
Jan. 2015	4,786
Feb. 2015	4,054
March 2015	3,863
April 2015	3,013
May 2015	6,411
June 2015	5,940
July 2015	5,750
Aug. 2015	4,742
Sept. 2015	4,145
Oct. 2015	5,357
Nov. 2015	
Dec. 2015	
Total Paid	$48,062

City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: **December 8, 2015**

DEPARTMENT: **Building Department**

FROM: **David Hongisto**

SUBJECT: **Consideration of contract with Accurate Appraisal for Revaluation and Contract Assessor Services.**

ATTACHMENTS:

- Accurate Appraisal Contract_Staff Memo (PDF)
- Accurate_Market Revaluation Details 12-3-15 (PDF)
- Accurate_Regular Maintenance Details 12-3-15 (PDF)
- Assessment Services Agreement 2016-2020 (2) (PDF)

CITY OF DE PERE MEMO

To: Mayor Mike Walsh
Members of the Finance/Personnel Committee

From: David R. Hongisto, Chief Building Inspector/Asst. Assessor

Re: Property Assessment Contract Renewal

Date: December 3, 2015

Accurate Appraisal LLC, the statutory Assessor for the City of De Pere has a contract that is expiring at the end of 2015. Accurate Appraisal has submitted a proposal to extend their contract to 1) continue doing yearly assessment maintenance work and 2) perform a 2016 city-wide Market Revaluation (lists of the services provided to perform this work and a breakdown of their fees are attached). The 2016 Market Revaluation will help bring property assessments, and those of businesses in particular, up to fair market value The final contract agreement is in the process of being reviewed by City Attorney Judy Schmidt-Lehman and will be available for the December 15th Council meeting. Monies for this work were appropriated in the 2016 budget.

Accurate Appraisal LLC performed the last city-wide revaluation in 2005 and has done yearly maintenance work since then. During this time period their contract has been renewed 2-3 times and their fees are favorable to the City of De Pere. They have done a good job and respond in a timely fashion to both myself and citizens. I recommend approval of extending their contract. A member of their firm will be in attendance to answer questions.

Feel free to contact me if you have any questions.

De Pere Market Revaluation Details

1. All Sales from 2015 will be verified/visited during fieldwork in 2016.
2. Accurate will visit the properties that had building permits taken out in 2015.
3. Accurate will visit all the new construction that occurred in 2015 during the fieldwork in 2016.
4. Accurate will visit any property that has requested a visit either from the owner of the property or Client.
5. Accurate will visit all properties that had their legal description changed due to the parcel being split or combined.
6. Accurate will review and revalue all the properties to 100% market value. To accomplish this, Accurate will breakdown the City by neighborhood and style of the home. Accurate will analyze the market trends in these areas by looking at the valid sales the last 2 years. A sales analysis will be used to help determine what the market value is for each area.

De Pere Regular Maintenance Details

1. All Sales from 2015 will be verified/visited during fieldwork in 2016.
2. Accurate will visit the properties that had building permits taken out in 2015.
3. Accurate will visit all the new construction that occurred in 2015 during the fieldwork in 2016.
4. Accurate will visit any property that has requested a visit either from the owner of the property or Client.
5. Accurate will visit all properties that had their legal description changed due to the parcel being split or combined.
6. Accurate will review and revalue only the properties that had changes done to them from the previous year. They will be valued to the current assessment level.

Section III

Agreement for Assessment Services

Provided by Accurate Appraisal, LLC.

For

City of De Pere, Brown County for the assessment years 2016-2020

Dated this _______ day of ______________ 2015.

Agreement completion date of June 30th, each year for Regular Maintenance
Agreement completion date of September 30th for Market Revaluation

Fee for services rendered:

Accurate shall be paid the sum of:

2016 Market Revaluation - $59,500
2017-2020 Maintenance - $20,000 each year

____________________________ ________________

Lee T. De Groot
Member
Accurate Appraisal, LLC.

Date

____________________________ ________________

Authorized Client Signature

Date

City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE:	**December 8, 2015**
DEPARTMENT:	**Finance Department**
FROM:	**Joe Zegers**
SUBJECT:	**Consideration of 1.5% 60 Day Short-Term Note of $147,000 with Associated Bank.**

ATTACHMENTS:

- 2015Short-TermNoteBorrowingMemo (DOCX)
- Associated Bank (PDF)

To: Honorable Mayor and Members of the Finance Committee
Larry Delo, Administrator
From: Joe Zegers, Finance Director
Date: December 2, 2015
Subject: 2015 Short-Term Note

I have attached the interest rate quote from Associated Bank for the City's short-term note borrowing of $147,000 authorized in the Adopted 2016 budget in November 2015. The repayment of the note was included in the City's 2016 debt service fund expenditures and covers four items included in the 2016 budget including $72,000 for a 16 foot mower, $35,000 for paying the Legion Park parking lot, and $20,000 each for the City Hall humidifier and $20,000 for the front-end loader bucket. These amounts were included on pages 295-297 of the 2016 Executive Budget. The interest rate quote of 1.5% for 60 days on the note is very reasonable and would amount to roughly $370 interest when we pay back the note in full in late February 2016.

I recommend the Finance Committee approve the terms of this note. Should you have any questions on this feel free to contact me or I will be present at the Finance Committee meeting on December 8th.

Associated Bank

December 1, 2015

Joe Zegers
Director of Finance
City of De Pere
335 S. Broadway Street
De Pere, WI 54115

Dear Mr. Zegers:

The purpose of this letter is to provide in writing the basic terms and conditions upon which Associated Bank may be willing to consider financing for the City of De Pere. This letter is not a commitment, but is intended to serve as an outline providing the basis for further discussion.

FOR DISCUSSION PURPOSES ONLY

BORROWER:	City of De Pere
PURPOSE:	Financing $72,000 for 16Ft Mower, $35,000 for paving Legion Park parking lot, $20,000 for City Hall Humidifier and $20,000 for a bucket on a front front-end loader.
LOAN AMOUNT:	$147,000.00
INTEREST RATE AND TERM OPTIONS:	Interest rate 1.50% fixed - Tax Exempt, 2.14% fixed - Taxable
FEES:	None
PAYMENT:	Principal and Interest due on February 21, 2016
PREPAYMENT COSTS:	None
CLOSING:	Loan documents to be attorney prepared

City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE:	**December 8, 2015**
DEPARTMENT:	**Parks, Recreation & Forestry**
FROM:	**Marty Kosobucki**
SUBJECT:	**Recommendation to create Seasonal Building Maintenance Assistant position.**

As part of the 2016 Budget, funding was approved to pay for one Building Maintenance Assistant employee to assist our Building Maintenance Staff during the summer months. The demand continues to escalate for our Maintenance staff with our aging buildings and street lights. Summer has been and continues to be a very busy time of the year because of general building needs combined with the task of managing the swimming pools maintenance needs. An assistant is needed to aid Building Maintenance staff with remedial tasks and assist during jobs that require two people. Tasks the position may perform but limited to are: replace light bulbs, repair leaking sinks, transport old or broken equipment, run the sign truck, assist full-time staff during larger tasks that require two people, painting, moving of office furniture or equipment, replace window screens, clean plugged sinks to just name a few.

We are proposing hiring a person at Level 3 ($10.50/hr - $11.25/hr) in our seasonal wage scale for approximately 11 weeks.

City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE:	**December 8, 2015**
DEPARTMENT:	**Human Resources**
FROM:	**Shannon Metzler**
SUBJECT:	**2016 Recommendations for Seasonal Employee Wage Scale.**

ATTACHMENTS:

- 2016 Proposed Wage Scale Memo1 - Finance.11-15.docx (3) (DOC)
- Copy of DRAFT 2016 Park and Public Works Wage Schedule (rev. 12.2.15) (XLS)

MEMO

TO: Members of the Finance/Personnel Committee

FROM: Paula Rahn, Recreation Superintendent
Marty Kosobucki, Park, Recreation & Forestry Director
Scott Thoresen, Public Works Director
Shannon Metzler, Human Resources Director

DATE: December 8, 2015

RE: 2016 Recommendations for Seasonal Wage Scale

Please find attached the 2016 proposed Seasonal Wage Scale for the Park, Recreation & Forestry and Public Works Department. Our wage scale has not been changed for over 7 years for 99% of the positions and in order to attract and retain quality candidates, staff is recommending several changes:

- Select positions were moved into different levels to better reflect the appropriate wage for the type of work performed and level of responsibility associated with the position.
- Some pay ranges were adjusted to stay competitive within the market. Many retailers are starting at $9.00/hr. for cashiers or higher and also offer benefits such as family discounts, free food, etc.
- Eliminated positions that no longer exist.
- Changed titles for Playground Supervisor to Playground Leader; Community Center Supervisor to Community Center Attendant.

Specifically, the following changes have been made for each level:

Level 1:
- Increased starting wage by $0.25 to $8.75/hr.

Level 2:
- Increased starting wage by $0.50 to $9.50/hr.
- Moved Lifeguards from RC-1 Pools classification (reflects increase from $9.25/hr. to $9.50/hr.). Recently, the Village of Ashwaubenon approved a starting wage for lifeguards at $10.00/hr. We continue to face a shortage of lifeguards and need to stay competitive in order to fully staff our pools and aquatic programs.
- Moved Street & Water Maintenance Laborer and Sign Maintenance Aide to this level. These positions were not previously in an official level. We have received very few applicants for these positions (reflects increase from $9.00/hr. to $9.50/hr.).

Level 3:
- Increased starting wage by $0.75 to $10.50/hr. due to level of responsibilities associated with positions.
- Moved Youth Recreation Supervisor from level 5 to better reflect duties associated with this position (reflects a decrease from $12.00/hr. to $10.50/hr.).
- Moved Lifeguard/WSI Instructor from level RC-1 (reflects increase from $10.00/hr. to $10.50). These positions have been very hard to fill and recently, Village of Ashwaubenon approved a starting wage of $10.50/hr. with other communities going through studies as well.
- Moved Mechanic to this level and retitled position to Mechanic Assistant. This position was not previously in an official level. We only received one applicant for the position in the last few years (reflects pay increase from $9.00 to $10.50).

- Added the new Building Maintenance Assistant position that is also coming forward for approval.

Level 4:
- Moved Basketball Supervisor from level 3 due to the increase in responsibilities associated with the position (reflects increase from $9.75/hr. to $11.00/hr.).

Level 5:
- Moved Youth Activity Instructors from Level 4 due to the responsibilities associated with the positions and lesson planning required (reflects increase from $11.00/hr., to $12.00/hr.).
- Moved Engineering Aide to this level. This position was not previously in an official level. We have been having difficulty filling this position (reflects increase from $11.24/hr. to $12.00/hr.).

Level 6:
- Moved Tumbling Instructor from level 5 because comparable to Dance, Pom & Twirling instructor responsibilities; (reflect increase from $12.00/hr. to $13.00/hr.).
- Added Water Aerobics Instructor to this level because the position is under the realm of fitness and previously was not listed on our wage scale.

Levels 7 & 9:
- Wages stayed the same for these levels but switched positions within the levels to fall in line chronologically with wage order.

Level 8:
- Re-classified this level to include Yoga/Pilates/Zumba with basic certification and Band Director. Band Director position previously listed in Non-Classified Wages; however those positions are paid per game.
- Increased starting wage by $0.50 to $16.50 to stay competitive within the market. There is a strong demand for these positions as, at times, they are hard to fill.

Non-Classified Wage Rates:
- Currently there are no steps for non-classified positions like we have for the other seasonal positions. We proposed a step system so that returning staff have the ability to move ahead each year as a seasoned employee.
- Increased starting wage for kickball official from $11.25/ga. to $12.00/ga. due to the responsibilities of the position, that they officiate by themselves and to stay competitive in the market.
- Increased starting wage for softball and basketball officials by $0.25 each. Based upon difficulty filling positions and to stay competitive, pay increased from $14.75 to $15.00/ga. for softball official and $18.75 to $19.00/ga. for basketball officials.
- Added recently approved WIAA Certified BB Official at $22.00/ga.

If you have any questions please feel free to contact staff prior to the meeting. Thank you for your time and consideration.

Park Department & Public Works Department
2016 Seasonal Wage Scale
Wages Effective

Position	Step 1	Step 2	Step 3	Step 4
Park Department				
Level 1 - Pool - Concession Staff - Pool - Basket/Maintenance - Playground Leader - Assistant Instructor - Recreation Intern	$8.75	$9.00	$9.25	$9.50
Level 2 - Recreation Office Assistant - Community Center Facility Attendant - Kidz Zone & Camp Counselors - Lifeguard*** - Park, Street & Water Maintenance Laborer - Sign Maintenance Aide	$9.50	$9.75	$10.00	$10.25
Level 3 - Youth Recreation Supervisor - Lifeguard/WSI Instructor*** - Park Maintenance Lead - Building Maintenance Assistant - Mechanic Assistant	$10.50	$10.75	$11.00	$11.25
Level 4 - Community Center Maintenance - Basketball Supervisor	$11.00	$11.25	$11.50	$11.75
Level 5 - Tennis Instructor - Flag Football Official - Art/Theatre Instructor - Youth Activity Instructor - Engineering Aide	$12.00	$12.25	$12.50	$12.75
Level 6 - Dance, Pom, Twirling & Tumbling Instructor - Fitness Instructor - Enrichment Instructor - Tae Kwon Do Instructor/Tai Chi Instructor - Water Aerobics Instructor	$13.00	$13.25	$13.50	$13.75
Level 7 - Pool Manager	$14.00	$14.25	$14.50	$14.75
Level 8 - Band Director - *Yoga/Pilates/Zumba with basic certification	$16.50	$16.75	$17.00	$17.25

Level 9	$20.00	$20.25	$20.50	$20.75
- * Yoga/Pilates/Zumba with advance certification after 1 yr. employment unless approved by Mgr. (ACE, AFAA, E-RYT 500 hrs)				
Non-Classified Wage Rates				
- Scorekeeper	$9.50/ga	$9.75/ga	$10.00/ga	$10.25/ga
- Kickball Official**	$12.00/ga	$12.25/ga	$12.50/ga	$12.75/ga
- Slow/Co-ed Softball Umpire**	$15.00/ga	$15.25/ga	$15.50/ga	$15.75/ga
- Basketball Official**	$19.00/ga	$19.25/ga	$19.50/ga	$19.75/ga
- WIAA Certified Basketball Official**	$22.00/ga	$22.25/ga	$22.50/ga	$22.75/ga

The step scale is designed to reward employees for good and continual years of service. Employees are given a step increase with supervisor approval, for each year they return to same employment.
-First year employees in any classified level shall start at Step 1, unless approved by the Director of Parks, Recreation and Forestry and/or Director of Public Works.
-Supervisors shall only approve step increases if an employee returns the following year and if the employee had satisfactory work performance.
-All classified positions are not eligible for additional step increases past Step 4. Non-Classified wage rates are reviewed on an annual basis.

The City of De Pere has an incentive program established for seasonal employees.

The program includes: admission to one program per season (up to 3 per year). The incentive program is administered at the discretion of the supervisor of the department.

*Instructors are eligible to earn incentive pay based upon number of participants enrolled.

Incentive pay ranges an additional .25 hours to 1.25 hours per class.

**Umpires or officials that are scheduled with a partner and work a game alone will be paid at 1.5 times the game rate.

*** Effective 4/2015, the City will pay for lifeguard certification for new lifeguards, and WSI certified lifeguards, contingent on staff successfully completing one season of employment as a full time staff. Substitute guards are not eligible for reimbursement of their lifeguard certification.

City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE:	**December 8, 2015**
DEPARTMENT:	**Fire Department**
FROM:	**Dennis Rubin**
SUBJECT:	**Fire Department's status report and presentation for ambulance billing process.**

ATTACHMENTS:

- EMERGENCY MEDICAL BILLING STATUS REPORT (PDF)

De Pere Fire Rescue

Report to City Council – Finance & Personnel Committee

Emergency Medical Billing Status Report

December 8, 2015

Relevant Background Information

- The De Pere Fire Department was established in 1916 when two existing volunteer fire companies merged into one single organization. January 23, 1974 (some 58 years later) is the day that our Department began providing emergency medical services to our community. We have been a leader in the delivery of emergency medical patient care for the past five decades throughout the state of Wisconsin. Today, the De Pere Fire Rescue Department strives to deliver the highest quality evidence-based emergency medical, fire protection and other public safety services to all of our citizens and visitors. The Department currently provides the primary ambulance services for the City limits of De Pere and under contract to a portion Ledgeview, Lawrence and Ashwaubenon as well. In all, the De Pere Ambulances protects a total population of about 40,000 people, covering a response area of about 25 square miles.

- In 2014, our Department responded to 2,193 calls for service with 1,736 being emergency medical alarms. The Department's response trend appears to be about a 4.5% increase from year to year. The projection for the total emergency responses in 2015 is 2,350 requests for assistance, which represents an average of just over 6 calls for emergency calls for help per day. See attached graphs.

- In order to off-set the associated and escalating cost of delivering emergency medical services to our community, the City of De Pere began charging an ambulance user fee, starting in 1997. This early EMS billing function used a full-time city employee, serving in a duel role capacity to prepare, mail-out and receive and deposit payments for emergency medical services rendered. The City used this process for approximately the next 16 years, with great success and very little change.

- On August 20, 2013, the City of De Pere entered into a three year contract with EMS Medical Billing of Milwaukee to replace the City worker as the billing and collections agent. The terms of the current contract requires the City to pay 7% of the collected revenue to the billing contractor. As part of this agreement, the contracted billing agent provides a software platform that includes an electronic patient care report (ePCR) system that is used to document our services rendered to the patient and to generate a customer bill.

- The software platform that is associated with our ePCR is known as Image Trend. This software manufacturing company is located in the Twin Cities. Image Trend has revised their ePRC software product several times over the years. However, EMS Medical Billing has not updated or upgraded the software platform they uses and is described as the first version of this product. The practice of providing outdated software is of great financial benefit to EMS Medical Billing, however; it has a debilitating effect on the day to day operation of the Department.

- De Pere is assigned to use this out of date software by the billing company based on the contractual terms of the 2013 agreement. To be efficient and effective, in 2014 the Fire Department shifted its entire Records Management System (RMS) from a product called "FireHouse" to Image Trend.

- The assigned software application that is being used causes many other related RMS problems for the Department. This software product is used for our reoccurring Fire Prevention Inspections and all other types of record keeping (i.e. training, equipment surveillance testing and the like). De Pere Fire Rescue must replace this very stale version of the record management software as soon as possible to resolve the unforeseen problems that this transition has caused.

- Because the RSM software is included in the billing company fees, the City is making perpetual payments for the RMS software, as compared to a one time purchase followed by an annual maintenance fee. The terms of the existing contract are not favorable for the City of De Pere and relating to this outdated RMS, does not meet the needs of the Fire Department. In fact, the migration to Image Trend 1.0 has had the reverse effect and is clearly not economical to use for our Department.

- During 2014, the De Pere Fire Department collected $682,978 (net profit – deposited into General Fund) in ambulance service revenues. The amount of revenue that the ambulance service generates in this twelve month period is just over 19% of the total overall Fire Rescue Budget. The 2014 Fire Rescue Department budget allotment was $3,508,527. Protecting and/or enhancing this revenue stream are of great importance to provide the needed public safety services for the City of De Pere.

- The cost to pay for the billing services of EMS Medical Billing Company of Milwaukee in 2014 amounted to $48,595.32. This cost represents the contractual 7% fee for the billing services provided to De Pere. This fee is projected to increase, partly because of the 22% cost to new and additional contracted collection agency services. The 22% fee is removed from the revenue that they collect only (this will add to our total revenue collected).

- In April 2015, it was learned that the City of De Pere did not utilize a collection agency for follow-up bill payments. After three attempts to receive payment, EMS Medical Billing wrote off the debit as not being collectable. Once this fact was learned, the City contracted with a collection agency in July 2015, to follow-up in an attempt to recover the outstanding revenue owed to the City of De Pere. In essence "soft billing" was the collection process used by De Pere from August 2013 through July 2015. This means there was no follow-up collections, with all unpaid debt. If a person or other third party agent did not pay the ambulance bill within the first three requests for payment, the revenue was simply written off by the billing firm.

- Next we conducted an internal audit of the billing process. This review revealed a 72% discrepancy rate exists. 78 patient charts were evaluated for accurate pricing with 56 ambulance bills containing errors. The range of the discrepancy was found to be **under billing** a patient at the cost of $218.80 and with the patient **over billing** amount coming in at $112.80.

- The audit sample of 78 responses was taken from the monthly billing cycles of March '14; July '14; August '14 and December '14. All billing records were reviewed by Fire Department staff that was familiar with the ambulance billing process. Fifty-six bill calculations were questionable and suspected to be inaccurate (see attachment 1).

- A face to face meeting was called with the consulting firm (EMS Medical Billing) to explain the discovered billing discrepancies. City Administrator Delo, Finance Director Zegers; City Attorney Schmidt-Lehman and the Fire Rescue staff were in attendance representing the City along with the EMS Medical Billing Executive Team. At the conclusion of this meeting the contractor was requested to conduct a comprehensive audit of De Pere Ambulance bills as well as describe the remedies that would be implemented to prevent future billing errors from occurring. Neither the response to why the billing errors occurred nor the path forward to prevent future errors was acceptable. The contractor sent their response to the Fire Department by email. The email string containing EMS Medical Billing's response is available for review upon request.

- A second billing records audit is currently underway. The results will be available mid to late December 2015.

- A request was made by the De Pere City Council to the Fire Chief to produce a report that will better help the Council Members to understand the current EMS billing process. The goal is to identify why the collected revenues fluctuated significantly from month to month. It was learned that EMS Medical Billing had a window of time to process the De Pere ambulance bills. The timing of mailing out the bills was found to be the direct cause of the month to month fluctuation. Further this report is an effort to evaluate the system and to offer the City Council several options to improve this very important process.

Findings

By all measure, the current medical billing process is not in the best interest of the City of De Pere. A major overhaul of the current system is needed and should be accomplished as soon as possible. The EMS Medical Billing Company requires the Department to use an outdated and ineffective version of the Records Management System software. This issue (outdated RMS platform) alone signals the need for sweeping changes with our collection process. The percentage of inaccurate billing is appalling and not acceptable. The lack of an effective response as to why the errors are occurring and failure to provide a plan to avoid future errors is not acceptable. This behavior should not be tolerated by the City. Therefore, the Fire Rescue Staff is providing the City of De Pere's Governing Body with options to select a new direction for EMS billing, if that is the Council's wishes. The next section of this report will provide the steps that need to be considered by the Council to move this project forward. The last section represents three distinct policy options for the City Council to choose from our options or it can be the starting point of further Council deliberations to explore other possibilities.

Path Forward

1. Purchase Image Trend software Record Management System at approximately $20,000, using the undesignated fund balance. There is a reoccurring annual fee of $8,000 that Image Trend charges for updates and maintenance that would need to be included in the Department's annual budget allotment. This step will allow De Pere to have control over the mission critical responsible of RM for the Fire Rescue Department. The annual reoccurring maintenance fee will always ensure that DPFR is using the most updated platform available. If this purchase is made, the ambulance billing costs should be reduced accordingly (this item – RMS ownership) and would be reflected in the request for proposal (RFP) specifying a reasonable reduction in service fees by the successful bidder.

2. The next policy decision that will need to be made is that of the timing requirements. What would the City Council like to see implemented in terms of the timing to repair this errant process. There is a clause in the current contract that describes a 90-day termination feature for cause. A second possibility is to continue with the current process until the term limit of this agreement is reached on August 20, 2016. Allowing this contract to expire does have the advantage of allow City Council the time to prepare, review, distribute, evaluate best RFP in the City's interest. Of course, the closing component will be to select and sign a contract with the successful company to do the City's ambulance billing work.

3. Approve an updated RFP to a one-year Ambulance Billing Contract that would have a built-in mutual time extension clause. We believe that it is good government not to enter into a multi-year contract when additional years could be agreed to by both parties if satisfactory performance occurs. The Fire Department would propose to develop a draft RFP for Council consideration and approval.

<u>**Policy Direction**</u>

1. The first option will be to continue with EMS Medical Billing Company of Milwaukee
   a. Very little staff time or City Council effort will be needed to stay on this path. The three year contract could be renewed in August of 2016.
   b. The down side is the unexplained billing cycle swings, lack of accuracy and the woefully outdated RMS platform that the Department is obligated to use. **Staff does not recommend this option**.

2. Hire a City staff worker as our full time ambulance billing officer. The City was successful for 16 years using this process. As a creative thought, this new additional position could handle other departmental duties, if work time is available. Perhaps the position could be included in Finance Office; given the newly hired person has accounting training and experience. This position assignment to a similar functional department would make the "extra time" utilization more effective. With the calls for service continuing to increase at 4.5 percent rate, the workload could require more staffing in out years. **Staff would welcome this recommend, but it has many pitfalls making it our least desired recommendation.**

3. **The Fire Rescue Staff does recommend** that the City Council direct the development of a new and comprehensive request for proposal for ambulance billing and collection services. Monthly accounting and reporting that the City Council believes to be necessary to provide effective oversight should be included in this proposal. The billing company selected must be able to produce financial reports that are reflective of our status and to be able to provide previous year's results for Council's review. All of the accounting and reporting requirement can be included to be performed by the selected firm. Further, we suggest that the contractual term be for one year with multiple year extensions available. The RFP would include a "collection element" along with a billing function as well. At the January meeting of the Finance & Personnel Committee, the successful Ambulance Billing Company will appear before City Council to provide a "year in review" and answer the questions generated by the Governing Body of the City.

Thank you for your consideration of this status report of our Ambulance Billing Service. We look forward to the policy direction that the City Council will provide. Once our path forward is clearly identified, we will have all hands on deck work towards the Council's goal.

ATTACHMENT - PAGE 1 OF 4

NAME	DATE	RES-BLS 575	NONR-BLS 780	RES-ALS 675	NONR-ALS 825	MILEAGE	BLS ON SCENE 125	ALS ON SCENE 275	12-L 100	CPAP 60	DISPOSABLE BAG/MASK 30	EKG 55	IO 250	INTUB 75	IV 65	OXYGEN 75	PACING PADS 100	SPINAL 25	Payments	TOTALS	EMS BILLED	DIFFERENC
[redacted]		575	780	675	825	16	125	275	100	60	30	55	250	75	65	75	100	25				
A	1-Mar			675		128													395.08	803	703	100
B	2-Mar				825	89.6									65				0	979.6	921	58.6
C	3-Mar			675		203.2						55			65	75			493.63	1073.2	878.2	195
D	4-Mar			675		153.6									65				471.79	893.6	828.6	65
E	5-Mar			675		240						55				75			278.44	1045	1045	0
F				675		139.2			100						65				984	979.2	984	-4.8
G				675		76.8						55			65				453.02	871.8	816.8	55
H	3-Mar			675		107.2									65				226.12	847.2	782.2	65
I		575				147.2													835	722.2	835	-112.8
J		575				91.2													380.5	666.2	666.2	0
K		575				126.4													459.8	701.4	801.4	-100
L			780			176													956	956	956	0
M							125												0	125	125	0
N		575				115.2													315.65	690.2	690.2	0
																			6249.03	11353.6	11032.6	321

ATTACHMENT - PAGE 2 OF 4

NAME	DATE	RES-BLS 575	NONR-BLS 780	RES-ALS 675	NONR-ALS 825	MILEAGE	BLS ON SCENE 125	ALS ON SCENE 275	12-L 100	CPAP 60	DISPOSABLE BAG/MASK 30	EKG 55	IO 250	INTUB 75	IV 65	OXYGEN 75	PACING PADS 100	SPINAL 25	Payments	TOTALS	EMS BILLED	DIFFERENC
		575	780	675	825	16	125	275	100	60	30	55	250	75	65	75	100	25				
A	7/1			675		168									65				478.19	908	843	65
B	7/1			675		112			100						65	75			455.13	1027	1027	0
C					825	188.8									65			25	0	1103.8	1082	21.8
D				675		208			100						65				497.23	1048	883	165
E	7/2				825	112			100						65				460.84	1102	937	165
F	7/2			675		78.4			100						65	75			0	993.4	995	-1.6
G			780			88													0	868	876	-8
H	7/3			675		128						55							460.51	858	803	55
I				675		96						55			65				213.67	891	771	120
J				675		220.8						55			65				1019	1015.8	1019	-3.2
K				675		200						55			65				492.22	995	875	120
L				675		203.2									65				493.63	943.2	878.2	65
M				675		123.2						55			65				458.54	918.2	993	-74.8
N					825	73.6									65				208.11	963.6	755	208.6
O				675		124.8									65	75			365.8	939.8	799.8	140
P				675		118.4						55			65				456.28	913.4	793.4	120
Q		575				68.8													370.64	643.8	643.8	0
R				675		112			100						65				453.47	952	787	165
S		575				240													355.37	815	815	0
T			780			56													639	836	639	197
																TOTALS			7877.63	18735	17215	1519.8

NAME	DATE	RES-BLS 575	NONR-BLS 780	RES-ALS 675	NONR-ALS 825	MILEAGE	BLS ON SCENE 125	ALS ON SCENE 275	12-L 100	CPAP 60	DISPOSABLE BAG/MASK 30	EKG 55	IO 250	INTUB 75	IV 65	OXYGEN 75	PACING PADS 100	SPINAL 25	TOTALS	EMS BILLED	PAYMENTS	DIFFEREN
[redacted]		575	780	675	825	16	125	275	100	60	30	55	250	75	65	75	100	25				
A	1-Aug	575				105.6													$ 680.60	$ 680.60	$ 387.26	$ -
B							125												$ 125.00	$ 125.00	$ -	$ -
C	2-Aug			675		142.4						55							$ 872.40	$ 817.40	$ 371.97	$ 55.00
D			780			148.8												25	$ 953.80	$ 735.00	$ 735.00	$ 218.80
E	3-Aug	575				84.8													$ 659.80	$ 671.00	$ 400.00	$ (11.20)
F	5-Aug	575				107.2													$ 682.20	$ 682.20	$ 387.54	$ -
G		575				124.8													$ 699.80	$ 803.00	$ 803.00	$ (103.20)
H		575				256													$ 831.00	$ 831.00	$ 457.82	$ -
I							125												$ 125.00	$ 125.00	$ -	$ -
J		575				224													$ 799.00	$ 799.00	$ 443.79	$ -
K	1-Aug							275											$ 275.00	$ 275.00	$ 220.00	$ -
L					825	70.4			100										$ 995.40	$ 1,050.00	$ 439.98	$ (54.60)
M					825	160													$ 985.00	$ 900.00	$ -	$ 85.00
N	2-Aug			675		67.2						55			65	75			$ 937.20	$ 742.20	$ -	$ 195.00
O				675		147.2						55			65				$ 942.20	$ 955.00	$ 955.00	$ (12.80)
P				675		235.2						55			65				$ 1,030.20	$ 960.00	$ 288.96	$ 70.20
Q	4-Aug			675		96										75			$ 846.00	$ 771.00	$ 444.61	$ 75.00
R					825	75.2			100										$ 1,000.20	$ 900.20	$ 437.26	$ 100.00
S	5-Aug				825	208			100						65				$ 1,198.00	$ 1,028.00	$ -	$ 170.00
																			$ 14,637.80	$ 13,850.60	$ 6,772.19	$ 787.20

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NAME	DATE	RES-BLS 575	NONR-BLS 780	RES-ALS 675	NONR-ALS 825	MILEAGE	BLS ON SCENE 125	ALS ON SCENE 275	12-L 100	CPAP 60	DISPOSABLE BAG/MASK 30	EKG 55	IO 250	INTUB 75	IV 65	OXYGEN 75	PACING PADS 100	SPINAL 25	Payments	TOTALS	EMS BILLED	DIFFEREN
[redacted]		575	780	675	825	16	125	275	100	60	30	55	250	75	65	75	100	25				
A	12/1						125												0	125	125	0
B				675		201.6									65				392.75	941.6	876.6	65
C				675		96						55			65				355.69	891	836	55
D	12/2			675		80						55				75			0	885	885	0
E				675		100.8									65				448.54	840.8	840.8	0
F				675		120			100										968	895	968	-73
G	12/3			675		192									65				486.71	932	932	0
H				675		161.6						55							475.31	891.6	916.6	-25
I				675		107.2						55			65				0	902.2	927	-24.8
J	12/4			675		208						55			65				277.84	1003	948	55
K		575				115.2													362.43	690.2	790.2	-100
L			780			160													985	940	985	-45
M				675		96			100						65				121.21	936	936	0
N				675		107.2			100						65				126.12	947.2	947.2	0
O	12/5				825	128									65				0	1018	868	150
P				675		155.2									65				900	895.2	900	-4.8
Q		575				88													442.9	663	763	-100
R				675		112													634.2	787	1002	-215
S				675		104			100						65				276.62	944	944	0
T	12/6			675		137.6			100										919	912.6	919	-6.4
U					825	153.6									65				0	1043.6	900	143.6
V				675		144						55			65				467.56	939	939	0
W				675		137.6				60		55				75			139.46	1002.6	942.6	60
X								275											340	275	340	-65
Y				675		145.6			100						65				1000	985.6	1000	-14.4
																			10119.34	21286.2	21431	-144.8