

ORDINANCE 2018-12
EMERGENCY SERVICES ORDINANCE FOR
THE TOWN OF WINCHESTER, VILAS COUNTY, WISCONSIN

A. Purpose:

This Ordinance is intended to update the Town of Winchester Emergency Services Ordinance to reflect its present organization and responsibilities.

B. Authority:

The Town of Winchester has the authority, pursuant to Wis. Stats Section 60.55[1] and 60.565.

C. Local Ordinance:

1. The Winchester Volunteer Fire Department shall be responsible for fire, rescue and ambulance (EMS) service in the Town of Winchester.
2. All monies appropriated for emergency services shall be paid by the Town Treasurer under Wis. Stat 60.34 except as provided in Wis. Stat 66.0608.
3. This department shall not contract any liability on the part of the Town exceeding its authorized budget in Section B of this Ordinance.
4. Wis. Stat 66.068[2][a] authorizes the Fire Chief, Assistant Fire Chief, EMS Director, Assistant EMS Director, Secretary and Treasurer (Executive Board) to act as the official in a Volunteer Funds account in the name of the Winchester Fire Department in a public depository.
5. As authorized by Wis. Stats 66.0608[2][b], all monies raised by the members of the Winchester Fire Department and donations to the same shall be deposited in the above account and used only for bona fide emergency services purposes as directed by the Executive Board.
6. A quarterly budget reconciliation showing receipts, expenditures and account balance authorized in Section F of this Ordinance shall be forwarded to the Town Clerk.
7. A detailed annual report showing all EMS service expenditures and receipts shall be submitted to the Town Board by February 1st of each calendar year.
8. The Winchester Fire Department shall prepare bylaws and a constitution to be approved by the Town Board. Any subsequent revisions or changes to these documents shall also be approved by the Town Board. Notwithstanding these documents, the Town Board shall have the authority to discipline any member for cause per the Town's existing policy.

D. Fire Chief:

1. The Fire Chief shall report to the Town Board.
2. The Fire Chief shall be responsible for the overall management of the Winchester Fire Department.

3. Prior to October 1st each year, the Fire Chief shall prepare and submit a proposed budget for the following year to the Town Board. This report shall show, by line item, all anticipated expenses.

4. By March 1st each year, the Fire Chief shall submit a report to the Town Board stating the following:

- a) The condition of the Department's apparatus, equipment and physical plant.
- b) Number and certification level of firefighter personnel.
- c) The attendance level at Department meetings and training sessions.
- d) Number of fire and rescue responses, and fire inspections completed.
- e) The EMS report.

E. EMS Director:

1. The EMS Director shall report to the Fire Chief.

2. The EMS Director shall be responsible for the overall management and operation of the EMS.

3. Prior to October 1st of each year, the EMS Director shall prepare and submit a proposed budget to the Fire Chief. This budget submission shall show all anticipated expenses by line item.

4. By March 1st each year, the EMS Director shall submit a report to the Fire Chief stating the following:

- a) The condition of the EMS apparatus, equipment and physical plant.
- b) Number and certification level of EMS personnel.
- c) The attendance level of EMS meetings and training sessions.
- d) Number of ambulance responses.

F. Budget and Expense:

Any member of the Winchester Fire Department's Executive Board shall have the authority to make expenditures for preapproved line items in their budget as provided in their constitution. However, unplanned items or emergency items exceeding \$500 will require approval from the Town Board.

G. Validity:

Should any section, clause, or provision of this ordinance be declared by the courts to be invalid, the same shall not affect the validity of the ordinance as a whole or any part thereof.

H. Legal Actions:

This ordinance shall be effective upon passage and publication as provided by law.