

Village of Port Edwards

FINANCE AND HUMAN RESOURCES COMMITTEE

Thursday, January 4, 2024

4:00 P.M. AT THE MARSHALL BUEHLER CENTER

Zoom Meeting: <https://us06web.zoom.us/j/87969012071?pwd=3eeOtpY4KPnw8O7yzX8g6HyWOvnx9.1>

Meeting ID: 879 6901 2071 Passcode: 972011

One tap mobile +16469313860,,88948809757#,,,,*935228# US +13017158592,,88948809757#,,,,*935228# US
(Washington DC)

Phone Audio only: Meeting Dial-in number: 715-423-6698, Access Code ID: 02067

Agenda:

1. Call to order
2. Roll call
3. Approve the Agenda
4. Approve the previous committee minutes, from November 30, 2023
5. Public comments on agenda items
6. Chairperson comments.
7. Discussion and **MOTION** to approve the monthly bills, journal entries for previous month and financial report.
8. **MOTION** to award the full-time employees a \$50 Chamber gift certificate as a safety award for only one lost time incident in the past 27 years. This is a budgeted item - \$600.
9. **MOTION** to approve Length of Service Award (LOSA) payment for 2023 qualifying firefighters in the amount of \$300.91 per firefighter and the annual corresponding maintenance fee of \$1,060.00, for a total of \$4,971.83. (This will impact 13 firefighters.) This is a budgeted line item.
10. **MOTION** to approve the new Fire Department job descriptions as recommended by the Police & Fire Commission.
11. **MOTION** to approve "Village of Port Edwards 2024 Salaries and Hourly Wages."
12. Discuss Old Business
13. Discuss New Business
14. Correspondence received
15. Agenda items for next meeting
16. Adjourn.

Village of Port Edwards
Lonn Radtke – Committee Chairman

VILLAGE OF PORT EDWARDS

Port Edwards, Wisconsin

COMMITTEE: Finance & Human Resources

DATE: November 2, 2023

TO: BETSY MANCL

CC: LONN RADTKE

TIARA GRUNDEN

CALEB MCGREGOR

JEN MOORE

ERIK SAYLOR

JOSEPH ZURFLUH

DAILY TRIBUNE

WFHR/WGLX

NICK ABTS

DIANE TREMMEL

JASON WORDEN

SCOTT DREW

Purpose of Meeting: Regular Monthly Meeting – Marshall Buehler Center

Attendance: L. Radtke, T. Grunden, C. McGregor, D. Tremmel

Also Present: S. Drew

Absent: B. Mancl (excused)

Citizens: None

Subjects Discussed, Action Taken & Board Action Required:

Regular Monthly Meeting

- **Call to Order:** Meeting called to order by Chairman Radtke at 4:00 p.m.
- Motion (Grunden/McGregor) to approve agenda and October 5, 2023 minutes. Motion carried. All ayes.
- **Public Comments on Agenda Items:** None
- **Committee Chairman's Comments:** None
- Motion (Radtke/Grunden) to approve the monthly bills, journal entries for the previous month and financial reports. Motion carried. All ayes.
- There was discussion regarding an additional stipend to Trustees for taking meeting minutes. Wood County's resolution was presented providing for a \$10.00 stipend for a person designated as the primary minute taker who had to type the minutes up as well. The Wood County Clerk indicated that nobody has claimed the additional stipend in many years. It was decided that a motion would not be brought.
- The proposed garbage collection fee for 2024 & 2025 was approved at last month's meeting.
- There was discussion regarding the 2024 budget, which will be discussed in more detail at the Committee of the Whole meeting scheduled for Monday, November 6th at 5:00 p.m.
- **Old Business:** None.
- **New Business:** None

VILLAGE OF PORT EDWARDS

Port Edwards, Wisconsin

- **Correspondence Received:** Trustee Radtke mentioned an email received from Leo Thomasgard expressing his belief that the Village needs a full time Administrator (see attached).
- **Agenda Items for Next Meeting:** Monthly bills, journal entries and reports.
- Meeting adjourned at 4:45 p.m.

Lonn Radtke - Committee Chairman

Diane Tremmel

From: Tiara Grunden
Sent: Thursday, November 2, 2023 4:43 PM
To: Diane Tremmel
Subject: FW: New Village Administrator

From: Susan Thomasgard [leosuthomasgard@gmail.com]
Sent: Monday, October 23, 2023 8:14 PM
To: Betsy Mand; Tiara Grunden; Jen Moore; Joseph Zurfluh; Lonn Radtke; Caleb McGregor; Erik Saylor
Subject: New Village Administrator

CAUTION: This email originated from outside the organization.
Do not click links or open attachments unless you recognize the sender and know the content is safe.

Greetings All,

According to the recently posted adenda, the Village Board will meet soon to determine whether or not to hire a new Village Administrator. As I have in the past, I wish to express my sincere belief that, for our community to move forward, there needs to be a full time professional with the experience and education to take us where we can and should be going in the 21st century.

The complexity of modern life in general and governmental operations in particular warrants someone who can devote the time, attention and professional expertise necessary to gain full advantage for our community and citizens. I understand that there is some consideration being given to having the Village Board members deal with their own assigned areas and not replace Mr. Bossert. All that I can say in response to that is that I have served on the PE School Board since 2007, I have Undergraduate and Graduate degrees in Education, I taught Middle School kids for 34 years, but there is no way I would be capable or able enough to run our school district on my own, which is why Mr. Bena has his job, which he is doing very well!

If you're worried about saving money and decide to wing it by not hiring a new administrator, I can virtually promise you that there will be lost opportunities for funding, programs, and training that will get missed. There will be conflicts, bad feelings and potential legal trouble that could have been avoided. In addition, your personal lives might become even less of your own because you will be faced with added responsibilities many times beyond the range of your experience and expertise.

The Village of Port Edwards has been known for decades as having a well run, high functioning, responsive local government organization. We are not a rural township whose primary concern is to plow snow and collect garbage. My life experience has repeatedly taught me that you usually get what you pay for. If you let money solely drive this decision, we will all lose in the end. Look for a professional, experienced administrator, pay the person, and move PE forward to where we can and should go. If my taxes go up, so be it. Money well spent.

Thank you for the service you all provide to our community in so many ways. It is deeply appreciated even if no one tells you that most of the time.

Leo Thomasgard

PORT EDWARDS VOLUNTEER FIRE DEPARTMENT

JOB DESCRIPTION Fire Chief



FIRE DEPARTMENT JOB DESCRIPTION

Title: Fire Chief

Date: 12/13/23 ~~Approved and Adopted by the Village of Port Edwards Board, and Port Edwards Police and Fire Commission on May 11, 2021.~~

GENERAL PURPOSE

Works under the General Guidance and Direction of the Port Edwards Village Board, Port Edwards Police and Fire Commission, and NFPA to Perform a variety of technical, administrative, and supervisory work in planning, organizing, directing and implementing fire prevention, suppression and medical first responders to Prevent or minimize the loss of life and property by fire and emergency medical conditions.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Plans, coordinates, supervises and evaluates Fire Fighting and First Responders operations.
- Establishes policies and procedures for Fire Fighting and First Responders in order to implement directives from the Port Edwards Village Board and any State and Federal agencies.
- Plans and implements Fire Fighting and First Responder programs for the Village of Port Edwards and contracted areas in order to better carry out their policies and goals. Reviews departmental performance and effectiveness, formulates programs or policies to alleviate deficiencies.
- Supervises and coordinates the preparation and presentation of an annual budget for the Department, and directs the implementation of the Departments budget.
- Responds to alarms and may have to assume incident Command (IC) at the scene of major emergencies.
- When in command, will assume the roles and responsibilities of the Safety Officer until the incident dictates the implementation of the Safety Officer.
- Responsible for the inspection of buildings and other properties for fire hazards and enforces fire prevention codes.
- Directs the operation of departmental training activities.
- Controls the expenditure of departmental appropriations.
- Handles grievances, maintains Departmental discipline and oversees the general behavior of the fire Department personnel.
- Prepares and submits reports on the Departments activities and prepares a variety of other reports as appropriate.
- Plans departmental operation with respect to equipment, apparatus, and personnel. Also supervises the implementation of such plans.
- Assigns personnel and equipment to such duties and uses as the Department requires. Conducts inspections and evaluates the need for equipment and supplies.

PERIPHERAL DUTIES

- Meets with elected or appointed officials, other Fire/EMS officials, community and business representatives and the public to discuss all aspects of the Departments activities.
- Attends conferences and meetings to keep abreast of current trends in the field. And represents the Department in a variety of local, county, state and other meetings.

DESIRED MINIMUM QUALIFICATIONS

Note: A fire officer promoted after October 1, 2018 may not act as a fire officer during an emergency operation until that individual completes NIMS training in accordance with SPS 330.14 and obtains the minimum training and education requirements as specified in completing a certified Fire Officer 1 class.

Education and Experience:

- (A) Minimum of (8) years of Fire Fighting, and (5) year as an Officer.
- (B) Firefighter I & II certified
- (C) Completed Fire Officer 1 class
- ~~(D) Completed Emergency Services Instructor class~~
- (E) Completed the Fire Inspectors class
- ~~(F) Completed NIMS courses (100,200,300,400,800)~~
- (G) Must be able to operate all PEFD apparatus
- (H) Completed driver/operator-pumper or driver/operator aerial class

Necessary knowledge, skills and abilities:

- (A) Thorough knowledge of modern fire suppression and prevention and medical first responder principles, procedures, techniques, and equipment. Have a working knowledge of first aid and resuscitation techniques and their application as demonstrated through American Heart Association. Have considerable knowledge of applicable laws, ordinances, departmental standard operating procedures and regulations.
- (B) Individual should be familiar with a Personal Computer, Word, Power Point, and Fire programs.
- (C) Skilled in the operation of fire related tools and equipment.

- (D) Must be able to train and supervise subordinate personnel, have the ability to communicate effectively orally and in writing.
- (E) Have the ability to exercise sound judgment in evaluating situations and in making decisions. Be able to effectively give and receive verbal and written instructions. Establish and maintain effective working relationships with other employees, supervisors and the public.

SPECIAL REQUIREMENTS

- (A) Must be twenty-one (21) years of age or older at time of elections.
- (B) Must possess a valid Drivers license without record of suspension or revocation.
- (C) Have no Felony convictions

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk, hear, stand, walk, use hands and fingers to handle or operate objects, tools, or controls. The employee is occasionally required to climb, balance, stoop, kneel, crouch, crawl, and taste or smell.

The employee must frequently lift and/or move up to 30 pounds and occasionally lift and/or move up to 100 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Work is performed primarily in office, vehicles, and outdoor settings, in all weather conditions, including temperature extremes, during day and night. Work is often performed in emergency and stressful situations. This individual is exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils.

The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock.

The noise level in the work environment is usually quiet in office settings, and loud at an emergency scene.

SELECTION GUIDELINES

The examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description is subject to change by the Village of Port Edwards Board, and Port Edwards Police and Fire Commission as the needs of the requirements of the job change.

I certify that I read and understand the responsibilities assigned to this position.

Printed Name

Date

Employee Signature

I certify that this job description is an accurate description of the responsibilities assigned to the position.

Supervisor's Title

Supervisor's Signature

Date

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change as the needs and requirements of the job change.

PORT EDWARDS VOLUNTEER FIRE DEPARTMENT

JOB DESCRIPTION 1st & 2nd Assistant Fire Chief



FIRE DEPARTMENT JOB DESCRIPTION

Title: 1st & 2nd Assistant Fire Chief

Date: 12/13/23 ~~Approved and Adopted by the Village of Port Edwards Board, Port Edwards Police and Fire Commission and Port Edwards Fire Chief on May 11, 2021.~~

GENERAL PURPOSE

Performs a variety of technical, administrative, and supervisory work in assisting the planning, organizing, directing and implementing fire suppression, to prevent or minimize the loss of life and property by fire and emergency medical conditions. Performs fire and possibly First Responder services and is responsible training of personal on fire engines, fire reporting, and pay.

SUPERVISION RECEIVED

Works under the general guidance and direction of the Fire Chief

ESSENTIAL DUTIES AND RESPONSIBILITIES

- May act as Fire Chief during absence of Fire Chief, as assigned.
- Supervises subordinate volunteer officers and firefighters in their assigned duties.
- Reviews, evaluates, develops and implements programs, policies and procedures for various departmental operations.
- Directs and participates in major departmental programs.
- Assumes command of fire scenes in the absence of Fire Chief.
- When in command, will assume the roles and responsibilities of the Safety Officer until the incident dictates the implementation of the Safety Officer.
- Carries out duties in conformance with Federal, State, County and City laws and ordinances.
- Assigns personnel and equipment to such duties and uses as the Department requires.

PERIPHERAL DUTIES

- Meets with elected or appointed officials, other Fire/EMS officials, community and business representatives and the public to discuss all aspects of the Departments activities.
- Attends conferences and meetings to keep abreast of current trends in the field. And represents the Department in a variety of local, county, state and other meetings.
- Performs their duties and command personnel as needed.

DESIRED MINIMUM QUALIFICATIONS

Note: A fire officer promoted after October 1, 2018 may not act as a fire officer during an emergency operation until that individual completes NIMS training in accordance with SPS 330.14 and obtains the minimum training and education requirements as specified in completing a certified Fire Officer 1 class.

Education and Experience:

- (A) Minimum of (6) years of Fire Fighting, and (4) year as an Officer.
- (B) Firefighter I & II certified
- (C) Completed Fire Officer 1 course.
- ~~(D) Completed Emergency Services Instructor class~~
- ~~(E) Completed NIMS courses (100,200,300,400,800)~~
- (F) Must be able to operate all PEFD apparatus.
- (G) Completed driver/operator-pumper or driver/operator aerial course

Necessary Knowledge, Skills and Abilities:

- (A) Thorough knowledge of modern fire suppression and prevention and medical first responder principles, procedures, techniques, and equipment. Have a working knowledge of first aid and resuscitation techniques and their application as demonstrated through American Heart Association. Have considerable knowledge of applicable laws, ordinances, departmental standard operating procedures and regulations.
- (B) Individual should be familiar with a Personal Computer, Word, Power Point, and Fire programs.
- (C) Skilled in the operation of fire related tools and equipment.
- (D) Must be able to train and supervise subordinate personnel, have the ability to communicate effectively orally and in writing.
- (E) Have the ability to exercise sound judgment in evaluating situations and in making decisions. Be able to effectively give and receive verbal and written instructions. establish and maintain effective working relationships with other employees, supervisors and the public.

SPECIAL REQUIREMENTS

- (A) Must be twenty-one (21) years of age or older at time of elections.
- (B) Must possess a valid Drivers license without record of suspension or revocation.
- (C) Have no Felony convictions

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk, hear, stand, walk, use hands and fingers to handle or operate objects, tools, or controls. The employee is occasionally required to climb, balance, stoop, kneel, crouch, crawl, and taste or smell.

The employee must frequently lift and/or move up to 30 pounds and occasionally lift and/or move up to 100 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Work is performed primarily in office, vehicles, and outdoor settings, in all weather conditions, including temperature extremes, during day and night. Work is often performed in emergency and stressful situations. This individual is exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils.

The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock.

The noise level in the work environment is usually quiet in office settings, and loud at an emergency scene.

SELECTION GUIDELINES

The examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description is subject to change by the Village of Port Edwards Board, and Port Edwards Police and Fire Commission as the needs of the requirements of the job change.

I certify that I read and understand the responsibilities assigned to this position.

Printed Name

Date

Employee Signature

I certify that this job description is an accurate description of the responsibilities assigned to the position.

Supervisor's Title

Supervisor's Signature

Date

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change as the needs and requirements of the job change.

PORT EDWARDS VOLUNTEER FIRE DEPARTMENT

JOB DESCRIPTION Lieutenant



FIRE DEPARTMENT JOB DESCRIPTION

Title: Lieutenant

Date: 12/13/23 ~~Approved and Adopted by the Village of Port Edwards Board, Port Edwards Police and Fire Commission and Port Edwards Fire Chief on May 11, 2021.~~

GENERAL PURPOSE

Responsible for fire suppression, emergency aid, water rescue, and Hazardous Materials Operations. Also perform all the duties of the Captain in their absence.

SUPERVISION RECEIVED

Works under the General Supervision of the Chief, Assistant Chief's, and Captains.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Supervises and/or performs the monthly and after use equipment inspection including SCBA's.
- Responds to alarms directs work of fire fighters pending arrival of a superior officer.
- Supervises direction of water streams, ventilation of buildings, rescuing persons, and placement of salvage covers.
- Assumes command in the absence of superior officers.
- When in command, will assume the roles and responsibilities of the Safety Officer until the incident dictates the implementation of the Safety Officer.
- Carries out duties in conformance with Federal, State, County, City and Township ordinances.
- Assigns personnel and equipment to such duties and uses as the service requires.

PERIPHERAL DUTIES

- Attends conferences and meetings to keep abreast of current trends in the field.
- Represents the department in a variety of local, county, state and other meetings when the Chief, Assistant Chief or Captains are unable to attend.

~~DESIRED~~ MINIMUM QUALIFICATIONS

Note: A fire officer promoted after October 1, 2018 may not act as a fire officer during an emergency operation until that individual completes NIMS training in accordance with SPS 330.14 and obtains the minimum training and education requirements as specified in completing a certified Fire Officer 1 class.

Education and Experience:

- (A) Minimum of (2) years as a Fire Fighter.
- (B) Firefighter I & II certified
- (C) Completed Fire Officer 1 course.
- ~~(D) Willing to take Fire Officer I and Emergency Services Instructor within 2 years.~~
- ~~(E) Willing to take the NIMS courses~~
Completed driver/operator-pumper or driver/operator aerial course
- (F) Must have good understanding of all PEFD apparatus

Necessary Knowledge, Skills and Abilities:

- (A) Thorough knowledge of modern fire suppression and prevention and emergency medical services principles, procedures, techniques, and equipment; Working knowledge of first aid and resuscitation techniques and their application as demonstrated through American Heart Association; Considerable knowledge of applicable laws, ordinances, departmental standard operating procedures and regulations.
- (B) Individual should be familiar with a Personal Computer, word, power point, and Fire programs.
- (C) Skilled in the operation of fire related tools and equipment.
- (D) Have the ability to train and supervise subordinate personnel. Be able to perform work requiring good physical condition. And effectively communicate orally and in writing.
- (E) Have the ability to exercise sound judgment in evaluating situations and in making decisions. Be able to effectively give and receive verbal and written instructions. establish and maintain effective working relationships with other employees, supervisors and the public.

SPECIAL REQUIREMENTS

- (A) Must be twenty-one (21) years of age or older at time of elections.
- (B) Must possess a valid Drivers license without record of suspension or revocation.
- (C) Have no Felony convictions

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I certify that I read and understand the responsibilities assigned to this position.

Printed Name

Date

Employee Signature

I certify that this job description is an accurate description of the responsibilities assigned to the position.

Supervisor's Title

Supervisor's Signature

Date

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VILLAGE OF PORT EDWARDS
2024 SALARIES AND HOURLY WAGES

President - \$150/month + Board member rate for meetings attended

Trustees - \$50/month + Board member rate for meetings attended

\$25/Committee meeting

\$35/ Board meeting

\$30/Chairman of Committee

Engineer-Administrator \$ /month

(Village 80%, Water Utility 10%, Wastewater 10%)

Public Works Foreman \$6,377.89/month

(Village 80%, Water Utility 10%, Wastewater 10%)

Public Works Department

Grade 1 \$24.25/hour

Grade 2 D. Mock \$24.98/hour

Grade 3 C. Peaslee \$26.19/hour

Grade 4 B. Reiman \$26.91/hour

Grade 5 \$27.69/hour

Grade 6 \$28.60/hour

Grade 7 M. Brandt \$29.48/hour

Grade 8 J. Leverance, K. Murray \$30.31/hour

LTE \$15.00/hour

Seasonal Part-Time (first year) \$11.00/hour

(second year) \$11.50/hour

(third year – plus) \$12.00/hour

Village Forester \$500/year

Police Chief \$6,753.05/month

Full-Time Police Officers Level III - \$31.07/hour (24+ months)

Full-Time Probationary Police Officer Level II - \$30.01/hour (13-24 months)

Level I - \$28.96/hour (1-12 months)

Part-Time Police Officers \$17.05 to \$21.59/hour

Municipal Judge \$354.08/month

Cashier-Typist \$26.14/hour

Poll Workers \$154/day (\$182/day-CEI)

Special Voting Deputies \$25.00/visit

Crossing Guards \$27.87/day

Clerk-Treasurer (Village 50%, Water Util. 25%, Wastewater 25%)	\$5,346.17/month
Board of Review	\$25.00/meeting
Fire Chief	\$2,500.00/quarter
Fire Dept. Mechanic	\$183.87/quarter
Fire Dept. Sec./Treas. (12 meetings per year)	\$56.56/meeting
Fire Dept. Chef (6 meetings per year)	\$58.54/meeting
Fire Dept. Training Director	\$162.22/quarter
Fire Dept. SCBA Maintenance	\$92.87/quarter
Fire Dept. EMS	\$154.16/quarter
Fire Inspection	\$17.16/hour
Firemen – (20 drills per year)	\$30.00/drill
(12 meetings per year)	\$20.00/meeting
Fires (plus overtime at minimum wage per hour for over two hours)	\$34.00/meeting

Mileage - IRS Standard Mileage Deduction Rate (2024 – 65.5 cents per mile)

Adopted the 5th day of December, 2023.

VILLAGE OF PORT EDWARDS
WOOD COUNTY, WISCONSIN

Betsy A. Mancl, Village President

Diane M. Tremmel, Village Clerk