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## MEMORANDUM

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DATE: February 19, 2024

TO: City of Mauston Police and Fire Commission

FROM: Robert Whitaker

RE: Management Summary Report

Below is a update of the work done by McMahon to complete the Scope of Services included in the Agreement for Professional Services dated September 27, 2023.

- ✓ **Hold Departmental Meetings to review duties and responsibilities:** McMahon has attended multiple Departmental Meetings and maintained regular contact with Assistant Chief Lenorud and City Administrator Haugh. McMahon checks and responds to fire department emails and phone calls/voicemails daily.
- ✓ **Put Together a Management Team which will consist of McMahon Project Team and the Fire Chief and his Officers:** Completed – current vacancies exist in the rank of Captain and Secretary/Treasurer. McMahon, Assistant Chief Lenorud and Administrator Haugh are currently evaluating the need to fill the Secretary/Treasurer position.
- ✓ **The McMahon Project Team Members will be on site an average of four to five days per month and will provide the ability for direct communications with the Fire Chief daily:** In December and January, McMahon was on site weekly, with one exception due to weather. Since the start of the project, the current fire department command staff has had regular contact with the McMahon Team as needed. To manage costs in February, McMahon is attempting to do more work remotely.
- ✓ **The Management Team will manage the project direction, revisions of the Department's operations, coordination of agencies and resource needs:** This is ongoing work. McMahon has been in contact with the Juneau County Emergency Management Director and 911 Dispatch.
- ✓ **The Management Team will develop a department-wide training plan:** McMahon is currently finalizing a training plan to submit to the Department and has recommended the Department establish a Training Committee to manage the training plan.
- ✓ **The Management Team will review all current administrative rules and applicable standards, along with current departmental practices to ensure compliance with relevant guidelines and standards:** A report on compliance with mandates is prepared for review by the Police and Fire Commission. An Observed Rules Violation Report Form has been developed for use by the officers of the Department to document violation of Department Rules.

- ✓ **The Management Team will review current equipment, maintenance procedures and provide recommendations for any changes:** McMahon is in the process of reviewing equipment and maintenance plans. A maintenance plan/calendar is being developed for submission to the Department. McMahon recommends the Department establish a Maintenance Committee to assist in management of equipment maintenance. A Request for Maintenance Form has been developed that can be used by Department Members to submit requests for maintenance.
- ✓ **The Management Team will also provide guidance and assistance with the implementation and training of any changes based on the resource recommendations:** In progress.
- ✓ **The Management Team will assist with external fire departments, dispatch and related agencies as needed:** Regular communication has been established with Juneau County 911, Juneau County Emergency Management and Western Technical College Fire Training. McMahon recommends additional training on the Mutual Aid Box Alarm System (MABAS) be conducted both internally and within Juneau County to ensure MABAS is used to its fullest extent.
- ✓ **A Management Summary Report will be provided to the Police and Fire Commission. This report will outline the project team and department activities and actions that have taken place:** Ongoing.
- ✓ **The Management Team will review current incident scene practices and uniformity and develop and refine related standard operating guidelines:** The Team has reviewed incident scene practices, uniformity and the current standard operating guidelines and feel the documents are sufficient. Additional training should be provided in the guidelines and incident management for all members of the Department. It is recommended the Police and Fire Commission consider adopting rules for hiring and promotional processes within the Department.
- ✓ **The Project Manager would also be available to assist with EMS coordination as needed:** To date, this has not been needed.

While progress is being made to complete the scope of the project, I cannot stress the importance for the command staff of the Mauston Fire Department to ensure the work processes, new and current procedures and requirements, training plan and newly formed committees are maintained to ensure ongoing success of the Department.