
MEMO

TO: Finance Committee
FROM: Chief Tanya Reynen
DATE: April 27, 2026
RE: Township IGA Fire Reports

Background

The City of Watertown Fire Department has developed Intergovernmental Agreements (IGAs) with the Townships of Shields, Emmet, Watertown, and Milford regarding the sharing of fire reports. These agreements are intended to streamline and more efficiently meet the needs of the townships in obtaining non-EMS fire reporting information while ensuring consistency with public records requirements and data handling practices.

The IGAs formalize an existing practice by establishing a clear, consistent process for providing monthly non-EMS NERIS reports, while maintaining appropriate protections for sensitive information and compliance with applicable laws.

All four townships have been provided with the agreements. To date, the Townships of Emmet and Shields have returned signed agreements and are presented here tonight. The remaining two will be brought forward upon receipt, as we did not want to delay progress on those already completed.

Financial Impact

There is no financial impact associated with these Intergovernmental Agreements. The report sharing process reflects current practice and will continue to be provided without charge.

Recommendation

Approve the Intergovernmental Agreements for fire report sharing with the Townships of Shields, Emmet, Watertown, and Milford as signed.