



STATE OF WISCONSIN \ DEPARTMENT OF MILITARY AFFAIRS
WISCONSIN EMERGENCY MANAGEMENT

2400 WRIGHT STREET
P.O. BOX 7865
MADISON, WISCONSIN 53707-7865

COPY

May 17, 2002

Lawrence Gardner, Chief
Milwaukee Fire Department
711 W. Wells Street
Milwaukee, WI 53233-1479

R E C E I V E D
MAY 20 2002

MILWAUKEE FIRE DEPT.
OFFICE OF THE CHIEF

Re: Regional Hazardous Materials Response Team Contract

Dear ^{Larry}~~Chief~~ Gardner:

Enclosed please find the proposed regional response team contract for the period of July 1, 2002 through June 30, 2005. I have underlined and highlighted all language changes made to this contract.

The proposed contracts will be submitted for approval to the Joint Committee on Finance for passive review no later than May 22, 2002 to ensure approval before the expiration of the current contracts.

Once approved by Joint Finance, I will forward WEM executed contracts to you for execution by your municipal officials. In the interim, if I have out-dated names as signatories please contact me and I will modify the final contract.

As always, thank you for your professional courtesy and patience in this matter.

Sincerely,

Randi

Randi Wind Milsap
Legal Counsel
WI. Department of Military Affairs

Cc: Edward J. Gleason, WEM Administrator
MG James G. Blaney, The Adjutant General



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2400 WRIGHT STREET
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May 14, 2002

VIA FACSIMILE AND MAIL

Lawrence Gardner, Chief
Milwaukee Fire Department
711 W. Wells Street
Milwaukee, WI 53233-1479

R E C E I V E D
MAY 16 2002

MILWAUKEE FIRE DEPT.
OFFICE OF THE CHIEF

Re: Regional Hazardous Materials Emergency Response Team Contract

Dear Chief Gardner:

Enclosed please find Wisconsin Emergency Management's proposed three-year budget for your regional response team in the amount of \$285,943 per year for the period of July 1, 2002 through June 30, 2005. Please note that we intend to fund at the same base level for both years. The entire \$1.4 million per year appropriation has been allocated between the designated regional response teams.

In determining a proposed budget for your regional response team, a budget model was developed to validate each team's budget from the ground up. We focused on the core number of members comprising each response team to determine reasonable costs for personnel and administrative costs. We arrived at the sum of \$2325 per team member to cover training and administration costs as well as annual medical exams. We multiplied the number of core members per response team times this figure to determine an annual lump sum for personnel and administrative costs. To support and encourage outreach, we took the number of fire departments in your primary response area and multiplied that by a standard outreach cost of \$100 per fire department. In order to treat all teams consistently and fairly, we set the amount for expendables at \$15,000 per year and \$10,000 per year for equipment purchases.

After arriving at a base figure for each response team, certain adjustments or extraordinary expenses were recognized to account for the unique circumstances of each team and their budget request. The reasons for the adjustments and extraordinary expenses include: the recognition of a unique liability insurance premium; the fact that teams requested less money than the base amount of our budget model projections, increased incentive pay costs and capital equipment needs.

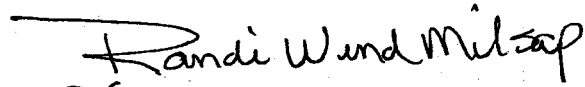
Lawrence Gardner, Chief
May 14, 2002
Page 2

Lastly, I am enclosing new contractual language that will be identified as Subsection 4.2 of the contract entitled Standby Cost Expenditures. As reflected in the Legislative Audit Bureau's report, paragraph three will provide WEM with detailed information documenting regional response team expenditures on an annual basis. There will also be minimal language revisions in the contract to reflect statutory changes (i.e. responsible party to pay for emergency responses to "potential" hazmat releases) since the last contract. We will submit the entire revised contract, highlighting language changes, by the end of this week

Please review the attached budget proposal and contract language with your local officials. It is my intention to finalize these figures and contract language by May 17, 2002 in order to have sufficient time to submit the proposed contracts to the Joint Committee on Finance as required under §166.215(5) of the Wisconsin Statutes.

I would appreciate it you would contact Randi Milsap at (608) 242-3072 or Ron Kasperski at (608) 242-3228 with your acceptance, comments or questions on the proposed budget and contract language on or before May 17, 2002. Thank you in advance for your cooperation.

Sincerely,


for Edward J. Gleason
Administrator

Enclosures

Cc: James G. Blaney, The Adjutant General

EXHIBIT E

REGIONAL RESPONSE TEAM BUDGET

FY 2002 – 2003

FY 2003 - 2004

FY 2004 - 2005

REGIONAL RESPONSE TEAM: MILWAUKEE

NUMBER OF CORE TEAM MEMBERS: 75

NUMBER OF FIRE JURISDICTIONS: 66

DESIGNATED CAT TEAM(S): N/A

PERSONNEL AND ADMINISTRATIVE COSTS (Number of core team members x \$2325 per member)	\$174,375
OUTREACH COSTS (Number of fire jurisdictions x \$100 per jurisdiction)	\$6,600
EXPENDABLES	\$15,000
EQUIPMENT	\$10,000
EXTRAORDINARY/MISC. EXPENSES (Liability Insurance Premium)	\$79,968
CAT TEAM COSTS	0
ADJUSTMENTS	<u>0</u>
ANNUAL BUDGET	\$285,943

4.2 **Standby Cost Expenditures:** It is the intent of the Division that funds allocated under Subsection 4.1 of this Agreement shall supplement existing, budgeted moneys of the Contractor to provide the services specified herein and may not be used to replace, decrease or release for alternative purposes the existing, budgeted moneys of or provided to the Contractor.

Further, the Division intends that funds allocated under Subsection 4.1 of this Agreement shall not be used by the local government agency to supplement, offset, replace, decrease or release any budgetary obligations for other municipal departments not directly connected or attached to Contractor.

Contractor shall submit to the Division, on an annual basis, an itemized list documenting expenditures made with standby funding. Said documentation will be mailed by Contractor to the WEM Administrator at the address noted in Subsection 7.17 herein.