



City Administrator

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July 29, 2015

The Honorable Mayor Devine
and Members of the Common Council
7525 West Greenfield Avenue
West Allis, Wisconsin 53214

Dear Mayor Devine and Common Council Members:

Home fires killed an average of eight (8) people every day in 2013. October of each year is designated as National Fire Prevention Month, with the second week of October designated as Fire Prevention Week. The timing of this coincides with the Great Chicago Fire of 1871 and the Peshtigo Fire in Wisconsin. To note this occasion and to promote Fire Safety Prevention, we propose the following:

- (1) As a way to decrease the potential for fire in the homes of City of West Allis employees, we want to hold a Fire Safety SHREDDATHON on Saturday, October 3, 2015, from 8:00 a.m. to 12:00 p.m. at the City Hall parking lot. We want to encourage employees to clean out their homes and bring paper to be shredded on site. We would limit them to three (3) paper boxes of paper (i.e. cancel checks, old tax returns, etc.) or six (6) paper grocery bags. In addition, we would recycle old smoke detectors, allow employees to sign up for new smoke detectors (they need to meet the requirements), recycle AAA, AA, C, D and 9 volt batteries, recycle old carbon monoxide detectors, and exchange old smoke detector batteries for new ones. Lastly, we would allow any employee that wants to take the shredded paper to use in winterizing gardens, flower beds, etc. Potential costs include the cost of the shredding company, staff time, batteries (if we can't get a sponsor), and the cost of the smoke detectors. Recycling of the smoke detectors and batteries will be handled by the same company now doing digital recycling at the DPW yards. Advertising would be done via email and the City web site. This proposal allows us to educate our employees about fire safety, removes fire causing material from homes, may prevent a home fire in West Allis, which keeps our fire crews safer, reminds people to update smoke detector and carbon monoxide detectors, check and replace batteries, if needed, and partners with our recently announced citywide green initiative by properly recycling material.

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(2) Proposal #2 is the same activity as above, but open to all the citizens of West Allis (ID's would be checked). If the SHREDDATHON is open to all citizens, the location would be changed to the West Allis/West Milwaukee Recreation Center parking lot. This allows for better flow and control of traffic than at City Hall. It also allows the Fire Dept. to coordinate additional activities, such as tours of the Survive Alive House and checking out a real fire engine. The costs mentioned in proposal #1 would also be costs associated with this proposal. Advertising for all citizens would be done via the City web site, the NOW newspaper, and social media, including Twitter, Facebook, etc.

We will be present and available to answer any questions or concerns you may have regarding this proposal at the August 4, 2015, Common Council/Administration and Finance Committee Recess meeting.

Thank you for your attention to this matter.

Sincerely,



Rebecca Grill,
City Administrator



Peter Fantle,
GIS Technician II



Linda Huske,
Safety & Training Coordinator III

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