



STEVEN J. HOOK  
CHIEF



CITY of WEST ALLIS  
FIRE DEPARTMENT

To: Honorable Board of Police and Fire Commissioners  
From: Steven J. Hook, Fire Chief  
Re: Local Program Operator Contract between the Wisconsin Department of Commerce and the West Allis Fire Department  
Date: April 9, 2010

Attached, please find a copy of the "Comm 10 Wisconsin Administrative Code Local Program Operator Contract between the Wisconsin Department of Commerce and the West Allis Fire Department". The term of the contract is from July 1, 2010 through June 30, 2011, and may be extended for five subsequent one-year periods.

Since the late 1980's, the Wisconsin Department of Commerce has contracted with local fire departments and other agencies to perform environmental protection and fire/property/human safety provisions of Comm 10, the Flammable and Combustible Liquids Code. Specific responsibilities of our fire department as the "contractor" are described in the Scope of Service section, on pages 6 through 9.

In return for providing these services, the City of West Allis is compensated according to the schedule on page 10. In 2008 and 2009 the City received \$14,833 and \$6,258 respectively.

For our fire department, Asst. Chief Martin King administers the contract requirements. Chief King supervises tank inspections, installations and removals, coordinates continuing education for licensed inspectors, and responds to audits. LT Rick Gale is our primary tank inspector, who coordinates sections of the program with our Commerce district representative and local construction contractors.

This contract has been reviewed by City Attorney Scott Post, working with Department of Commerce Legal Counsel Laura Varriale.

With this communication, I am requesting your Board's approval to enter into the operational commitments required by this contract. Once approved, I will forward the contract to the Mayor's office for required Council action and signatures prior to returning any documentation to the State.

Thank you for your consideration. If you have questions or comments regarding the contract or any of its provisions, please don't hesitate to contact Assistant Chief Martin King or me.