

STATE FAIR PARK CROWD AND TRAFFIC CONTROL SERVICES GRANT AGREEMENT FOR 2018-2020

THIS AGREEMENT is entered into by and between the City of West Allis, Wisconsin (the "City"), a municipal corporation, and the Wisconsin State Fair Park Board, West Allis, Wisconsin (the "Board"), a state agency created under Section 15.87, Wis. Statutes.

RECITALS

WHEREAS, the City has submitted a plan to the Board for the services related to the Crowd and Traffic Control Services Grant under Section 42.12, Wisconsin Statutes; and

WHEREAS, the Common Council of the City and the State Fair Park Board have authorized the execution of this Agreement between the parties by their respective signatories.

NOW, THEREFORE, in consideration of these premises the parties hereby mutually agree as set forth in the following pages, exhibits and schedules which are annexed hereto and made a part hereof.

IN WITNESS WHEREOF, the City and the Board have executed this Agreement.

CITY OF WEST ALLIS

WISCONSIN STATE FAIR PARK BOARD

By: _____

By: _____

Title: Mayor

Title: Chairman, State Fair Park Board

Date: _____

Date: _____

STATE FAIR PARK CROWD AND TRAFFIC CONTROL SERVICES GRANT PLAN FOR 2018-2020

I. BACKGROUND

- A. In 1991, Senate Bill 483, which became Wisconsin Act 269, created Section 42.12, Wisconsin Statutes, to provide a Crowd and Traffic Control Services Grant Program for the City of West Allis.
- B. Beginning July 1, 1992, in each fiscal year, the State Fair Park Board may award a grant not to exceed \$35,000 to be used for crowd and traffic control services related to events held at State Fair Park. This original law was subsequently amended in June 2000 to eliminate the limit on the amount.
- C. In late 2005, the City and the Fair Park negotiated a five year Memorandum of Understanding concerning the annual Payment for Municipal Services covering the entire Fair Park area.
- D. In 2005, the State Fair discontinued reimbursement for on-site fire protection. This on-site protection included advanced life support and inspection services. The City continued the on-site activity as a matter of public safety for the duration of the State Fair.
- E. Section 42.12 provides that the State Fair Park Board may not award such a grant unless all the following conditions are met:
1. The City must submit a plan to the State Fair Park Board detailing the proposed use of the grant.
 2. The State Fair Park Board approves the plan.
 3. The City of West Allis enters into a written agreement with the State Fair Park Board to comply with specified conditions.
 4. The City of West Allis agrees to submit to the state fair park board, within 6 months after the grant proceeds are fully expended, a report detailing the use of the proceeds of the grant.

II. REQUIRED WORK PLAN FOR THE ANNUAL STATE FAIR

- A. The specific services in each department are a result of the additional crowds and vehicular traffic that come about as a result of the annual State Fair taking place at State Fair Park. Included within this context are inspectors which provide for the safety of traffic and people. By providing a safe environment for both, advanced planning is undertaken for safe handling and movement in the event of an emergency condition.
- B. General financial support to the City for services provided to State Fair Park during non-event periods of time is generally reimbursed to the City through the Annual Payment for Municipal Services (PMS). This grant specifically provides reimbursement for the City people, equipment, and materials involved in providing services for City activities related to the additional crowds and vehicular traffic that come about during the annual State Fair.
- C. This grant from the State Fair Park Board to the City of West Allis for additional crowd and traffic control services rendered is of mutual benefit to both organizations. The State Fair Park Board will make this grant to the City which will enhance the operations of the State Fair Park and provide financial resources to the City for the crowd and traffic control services described below.
1. *ENGINEERING DEPARTMENT*
 - a) In conjunction with Public Works and Police Department, prepare detailed Traffic Management Plan for review and approval by the State Fair Park Board. The plan shall be submitted to the State Fair Park Board by the end of May. The approved plan shall be returned to the City by July 1.
 2. *PUBLIC WORKS DEPARTMENT*
 - a) Implement Traffic Management Plan by providing adjustments to traffic operations (signalization, signage, channelization, and parking control) to aid traffic flow and minimize congestion.
 - b) Maintain and clean streets and boulevards around State Fair Park through pick up and sweeping of streets, and right of ways of refuse, litter, and debris left by crowds as they attend the Annual State Fair.

3. POLICE DEPARTMENT

- a) Implement approved traffic management plan by providing parking and traffic control assistance to benefit circulation around State Fair Park.
- b) Provide police and investigative services to maintain a safe environment in the State Fair Park area before, during, and after event for the crowds of people coming and going.
- c) Support the State Fair Park in preparing crowd evacuation plans at State Fair Park and in executing them in the event of a fire, disaster, or crime/security incident.
- d) Provide information to the crowds of event visitors as to City and other services and facilities available in and around the State Fair Park.

III. OTHER SERVICES WHICH MAY BE PROVIDED BY THE CITY DURING THE ANNUAL STATE FAIR

A. FIRE DEPARTMENT

1. OPERATIONS:

- a) Response to all emergency and non-emergency requests within the State Fair Park, includes all landing holdings belonging to the Wisconsin State Fair Park (City of West Allis and City of Milwaukee).
- b) Provide staffing for all emergency responses during Annual State Fair (i.e., fires, natural gas leaks, gasoline spills, people trapped in elevators, power failures, etc.).
- c) Provide staffing for all non-emergency responses during event.
- d) Review of reports generated on all responses to State Fair Park.
- e) Provision of fire investigators for all reported fires during event.
- f) Coordination of fire investigation with State Fair Police, State Fair Fire Marshal, and State Fire Marshal's Office.
- g) Meet with insurance company representatives and State Risk Management personnel.
- h) Provide staffing of equipment for the Annual State Fair.
- i) Review of reports generated during this event.
- j) Coordinate the activation of the State Fair Park Fire Station.
- k) Coordinate with State Fair Park for services, utilities, and access for the State Fair.
- l) Supervise the set-up and breakdown of the station and station supplies.
- m) Meet with State Fair Police and Fire Marshal to coordinate services.
- n) Coordinate pre-plan response and access to fire protection devices during event.
- o) Inspection of grounds to ensure access to hydrants and fire department connections.
- p) Inspection of roadways for access by fire department equipment and emergency medical services.
- q) Meet with State Fair Park staff to ensure all operational issues are addressed.
- r) Coordinate pre-event meeting prior to State Fair.
- s) Report major operational problems encountered during State Fair or other special event.

2. EMERGENCY MEDICAL SERVICES:

- a) Staffing of EMS units for Annual State Fair.
- b) Recruit and schedule staff for additional EMS units that are needed during event.
- c) Schedule and assign existing units, if adequate, for event.
- d) Review of EMS reports generated during event.
- e) Review, revise, and submit special event plan to Milwaukee County EMS Council and Medical Director.
- f) Meet with special event sponsor to determine what and how many EMS resources will be needed/requested.
- g) Review, revise, and approve or deny special event EMS plans submitted by other EMS providers.
- h) Coordinate the acquisition of all EMS supplies and equipment for WAFD staffed events equipment and supplies needed for special event.

- i) Obtain the necessary equipment needed for the event.
- j) Pre-event meeting with special event sponsor.
- k) Pre-plan event and identify any areas of concern.
- l) Meet with any other agencies involved in emergency management of special event (State Fair Police, State Fair Fire Marshal, Sanctioning Body, and/or other EMS providers).
- m) On-site supervision of EMS units/crews at event as required.
- n) Post-event meeting and review as required.
- o) Meet with the event sponsor and review event based upon services provided, EMS utilization and proposed changes for future events.
- p) At request of any party, meet with event sponsor, State Fair Staff or WAFD either pre and or post event to review EMS services for event to ensure adequate EMS resources are provided.

3. FIRE PREVENTION:

- a) Conduct fire inspections (and re-inspections), and code enforcement when needed, of facilities and equipment on the grounds to provide a safe environment for the crowds of people attending event.
- b) Review and approve floor plans for events located within buildings located within State Fair Park.
- c) Daily inspection (and re-inspections) when needed, of events for compliance with State Fire Codes.
- d) Conduct fire inspections of vehicles and equipment displayed within buildings within State Fair Park.
- e) Review and approve all hazardous displays, to include and not limited to fireworks or pyrotechnics.
- f) Inspection of all tents and temporary bleachers used within the State Fair Park.
- g) Assist and review building evacuation plans prepared by State Fair Park Staff.
- h) Review and approve construction, sprinkler, fire alarm, and fire protection plans for buildings under construction/remodeling at State Fair Park.
- i) Attend pre-construction and construction meetings with architects and contractors for projects, as needed.
- j) Conduct site inspections (and re-inspections) when needed, of fire protection equipment and devices.
- k) Witness necessary tests required for fire protection systems and devices.
- l) Coordination and supervision of Fire Department personnel interaction with State Fair Park.
- m) Assignment of Bureau of Fire Prevention personnel to event.
- n) Review of reports generated regarding event.
- o) Interaction with State Fair Park staff regarding reports/violations.

4. TRAINING:

- a) Develop training classes relating to State Fair Park events.
- b) Pre-fire plan building, gate, and street locations with State Fair Park.
- c) Review of Department policy on State Fair fire operations.
- d) Develop alternate response routes based upon State Fair Park events and increased traffic flow/congestion.
- e) Pre-incident planning of new construction or major renovation projects.
- f) Assist and review emergency plan prepared by State Fair Park staff for special rides/attractions.
- g) Develop and review operating guideline for high angle rescue (use with Sky Glider).
- h) Practical training of personnel on high angle rescue at State Fair Park.
- i) Supervision and assignment of training activities at State Fair Park.
- j) Assignment of personnel for training sessions.
- k) Documentation of personnel attending training.
- l) Reporting of activities at State Fair Park.

B. BUILDING INSPECTIONS DEPARTMENT

1. Conduct inspections of plumbing facilities as they relate to our drinking water systems in buildings and other facilities at State Fair Park to provide a safe environment for persons attending events throughout the year.

C. HEALTH DEPARTMENT

1. Maintain and inspect for proper licensing, vendors outside Fair Park serving the Park visitors.
2. Provide information and referrals to patrons and vendors as to noise and health considerations.
3. Investigate communicable disease reports.

D. SERVICES PROVIDED DURING THE STATE FAIR SPONSORED HARVEST FAIR

1. The Fire Department will provide services listed under Section III A 2 for the State Fair Sponsored Harvest Fair held the last weekend of September during the following hours – Friday 4pm-11pm; Saturday 10am-11pm; Sunday 10am-4pm.

IV. BASIC SERVICES

A. The services of City to be provided under this Agreement are listed in Section II, “Required Work Plan”, and Section III: A-C, “Other Services which may be provided by the City”.

V. TIME OF PERFORMANCE

A. EVENT DATES:

1. Annual State Fair
 - a) August 2-12, 2018
 - b) August 1-11, 2019
 - c) July 31 – August 10, 2020
2. Harvest Fair – last weekend of September

B. COMMENCEMENT OF WORK

1. It is recognized that the City will commence work under this Agreement once executed.

C. COMPLETION OF WORK

1. City shall complete the work under this Agreement by September 30 annually, except for III (D) which will be completed during the last weekend of September.

VI. PAYMENT

A. The Board shall pay City for the services rendered as described above:

1. AMOUNT AND TIME OF PAYMENT
 - a) \$35,858 – November 30, 2018
 - b) \$37,650 – November 30, 2019
 - c) \$39,533 – November 30, 2020

VII. Addendum – Temporary Station at State Fair during 2018 due to National Avenue Construction.

To assist the West Allis Fire Department, Wisconsin State Fair Park agrees to temporarily house West Allis Fire Department staff and vehicles for a series of yet-to-be-determined dates in a building that can be used as a temporary station. This need is derived from the inability to occupy West Allis Fire Station #1 located at 7300 West National Avenue as construction is being conducted on West National Avenue. Listed below are three expected dates and times that this may occur. Approximate timeframes have been given below; however, the specific timeframes will be determined by the progress of the construction and cannot be pinpointed at this time due to uncertainties in weather. Two of the dates will be for 12 hour periods during daytime hours and the final date will be an extended stay of between 72 to 96 hours. The West Allis Fire Department will inform Wisconsin State Fair Park staff of the exact dates when space is needed as soon as it is communicated by the construction crews.

Structure Needs:

- Space for a single desk office
- Electrical power
- Sleeping space for six personnel (West Allis will supply beds)
- Restroom (shower area if available)
- Secure area to park emergency apparatus
- Electrical supply available to charge apparatus

Approximate Dates:

1. July 8 – July 15 (12 hours at a time between 6:00 AM and 6:00 PM)
2. August 19 – August 26 (12 hours at a time between 6:00 AM and 6:00 PM)
3. October 7 – October 14 (72-96 Hours)