



LICENSING, HEARINGS, AND PUBLIC SAFETY COMMITTEE AGENDA

March 13, 2025 at 4:30 PM

City Hall - Common Council Chambers, Third Floor, 828 Center Avenue, Sheboygan, WI

It is possible that a quorum (or a reverse quorum) of the Sheboygan Common Council or any other City committees/boards/commissions may be in attendance, thus requiring a notice pursuant to State ex rel. Badke v. Greendale Village Board, 173 Wis. 2d 553, 494 N.W.2d 408 (1993).

Persons with disabilities who need accommodations to attend this meeting should contact the City Attorney's Office at 828 Center Avenue, Suite 210, Sheboygan, Wisconsin, Ph. 920-459-3917. Persons other than committee members who wish to participate remotely shall provide notice to the City Attorney's Office at Ph. 920-459-3917 at least 24 hours before the meeting so that the person may be provided a remote link for that purpose.

OPENING OF MEETING

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Introduction of Committee members, staff and guests

MINUTES

- [5.](#) Approval of Minutes - February 26, 2025

ITEMS FOR DISCUSSION AND POSSIBLE ACTION

- [6.](#) Gen. Ord. 39-24-25 (DIRECT REFERRAL) An Ordinance amending Chapter 58 of the Sheboygan Municipal Code to allow more forms of pedal cabs that can be licensed to carry passengers in the City.
- [7.](#) Res. No. 175-24-25 (3-3-25) A Resolution authorizing the appropriate City officials to enter into an Intergovernmental Memorandum of Understanding with Sheboygan County for provision of EMS services to support SWAT activities.
- [8.](#) R. O. No. 119-24-25 (3-3-25) by City Clerk submitting a liquor license application.

NEXT MEETING DATE

9. Next meeting date will be March 26, 2025

ADJOURN

10. Motion to adjourn

In compliance with Wisconsin's Open Meetings Law, this agenda was posted in the following locations more than 24 hours prior to the time of the meeting:

CITY OF SHEBOYGAN**LICENSING, HEARINGS, AND PUBLIC SAFETY COMMITTEE MINUTES****Wednesday, February 26, 2025**

COMMITTEE MEMBERS PRESENT: Vice Chair Alderperson Robert La Fave, Alderperson Joseph Heidemann, Alderperson Grazia Perrella

COMMITTEE MEMBERS EXCUSED: Chair Alderperson Zach Rust, Alderperson Daniel Peterson

STAFF/OFFICIALS PRESENT: Fire Chief Eric Montellano, Assistant Fire Chief Jeffrey Salzman, Captain Joel Kuszynski, Assistant City Attorney Audrey Kratz, Paralegal Melissa Garcia

OTHERS PRESENT: Randy Meyer, Bryan Kelly, Drew Phillips

OPENING OF MEETING

1. Call to Order

Acting Chair Alderperson Robert La Fave called the meeting to order at 4:30 PM.

2. Roll Call
3. Pledge of Allegiance

The Pledge of Allegiance was recited.

4. Introduction of Committee members, staff and guests

MINUTES

5. Approval of Minutes

MOTION TO APPROVE THE MINUTES OF THE PREVIOUS MEETING HELD FEBRUARY 12, 2025.

Motion made by Alderperson Heidemann, seconded by Alderperson Perrella.

Voting Yea: Vice Chair La Fave, Alderperson Heidemann, Alderperson Perrella.

ITEMS FOR DISCUSSION AND POSSIBLE ACTION

6. Res. No. 165-24-25 (2-17-25) A Resolution authorizing acceptance of the 2025 Wisconsin Bureau of Transportation Safety, Bicycle and Pedestrian Enforcement Grant and establishing an appropriation in the 2025 budget for grant funds received.

Bryan Kelly and Drew Phillips provided the committee with details as to why they felt language within the resolution should be changed. Captain Joel Kuszynski also spoke regarding this annual grant and the language in the resolution.

MOTION TO RECOMMEND THE COMMON COUNCIL ACCEPT RES. NO. 165-24-25.

Motion made by Alderperson Perrella, seconded by Alderperson Heidemann.

MOTION TO AMEND RES. NO. 165-24-25 TO CHANGE THE GRANT AMOUNT AND BUDGET AMENDMENT TO A TOTAL AMOUNT OF \$10,000, AND TO AMEND THE LAST SENTENCE IN THE FIRST WHEREAS CLAUSE TO READ "SHEBOYGAN COUNTY DOT DATA FROM 2021-2023 SUGGESTS A STRONG CORRELATION BETWEEN MOTORIST VIOLATIONS AND SUCH CRASHES;" AND TO AMEND THE SECOND WHEREAS CLAUSE IN THE FOURTH LINE TO READ ". . . ADDITIONAL PATROLS ENGAGING IN HIGH VISIBILITY ENFORCEMENT OF TRAFFIC VIOLATIONS ENDANGERING VULNERABLE ROAD USERS".

Motion made by Alderperson Perrella, seconded by Alderperson Heidemann.

Voting Yea: Vice Chair La Fave, Alderperson Heidemann, Alderperson Perrella.

MOTION TO RECOMMEND THE COMMON COUNCIL ADOPT RES. NO. 165-24-25 AS AMENDED.

Voting Yea: Vice Chair La Fave, Alderperson Heidemann, Alderperson Perrella.

- 7. Res. No. 162-24-25 (2-17-25) A Resolution approving the 2025 City of Sheboygan Emergency Management and Response Plan.

Fire Chief Eric Montellano and Assistant Fire Chief Jeffrey Salzman discussed the Emergency Management and Response Plan and answered questions from the committee.

MOTION TO RECOMMEND THE COMMON COUNCIL ADOPT RES. NO. 162-24-25.

Motion made by Alderperson Heidemann, seconded by Alderperson Perrella.

Voting Yea: Vice Chair La Fave, Alderperson Heidemann, Alderperson Perrella.

- 8. R. O. No. 117-24-25 (2-27-25) by City Clerk submitting a liquor license application.

MOTION TO DENY "CLASS B" LIQUOR LICENSE APP. NO. 3713 (PENA INC. – CAFÉ BELLA) DUE TO THE FACT THAT THERE ARE A LARGE NUMBER OF PARTIES INTERESTED IN OBTAINING A LIQUOR LICENSE AND NO AVAILABLE LICENSES DUE TO THE QUOTA IMPOSED BY THE STATE OF WISCONSIN. THE COMMITTEE BELIEVES THAT IN LIGHT OF THE FACT THAT THE LICENSE WOULD NEED TO BE TRANSFERRED TO ANOTHER LOCATION, IT WOULD BE MORE JUST TO ALLOW ALL INTERESTED PARTIES THROUGHOUT THE CITY TO HAVE AN EQUAL OPPORTUNITY TO APPLY FOR THE LICENSE THAT WILL BECOME AVAILABLE ONCE THE CURRENT LICENSEE ENDS HIS LEASE FOR THE CURRENT PREMISES. THE APPLICANT IS ENCOURAGED TO TAKE PART IN THAT PROCESS, AND THE COMMITTEE'S DECISION SHOULD NOT BE SEEN AS AFFECTING THE LIKELIHOOD OF OBTAINING THE RIGHT TO APPLY FOR A LICENSE UNDER THAT PROCESS.

Motion made by Alderperson Perrella, seconded by Alderperson Heidemann.
Voting Yea: Vice Chair La Fave, Alderperson Heidemann, Alderperson Perrella.

NEXT MEETING DATE

9. The next committee meeting is scheduled to be held on March 12, 2025 at 4:30 p.m.

ADJOURN

10. Motion to adjourn

MOTION TO ADJOURN AT 5:08 PM.
Motion made by Alderperson Heidemann, seconded by Alderperson Perrella.
Voting Yea: Vice Chair La Fave, Alderperson Heidemann, Alderperson Perrella.

**CITY OF SHEBOYGAN
ORDINANCE 39-24-25**

**DIRECT REFERRAL TO LICENSING, HEARINGS, AND PUBLIC SAFETY
COMMITTEE BY ALDERPERSONS RUST AND LA FAVE.**

MARCH 13, 2025.

AN ORDINANCE amending Chapter 58 of the Sheboygan Municipal Code to allow more forms of pedal cabs that can be licensed to carry passengers in the City.

THE COMMON COUNCIL OF THE CITY OF SHEBOYGAN DO ORDAIN AS FOLLOWS:

SECTION 1: AMENDMENT “Sec 58-20 Applicability” of the Sheboygan Municipal Code is hereby *amended* as follows:

AMENDMENT

Sec 58-20 Applicability

This article shall not apply to ~~commercial quadricycles~~ pedal cabs, to vehicles operated over a regular route or fixed terminal, to vehicles rented to be driven by the renter or renter's agent (commonly known as rental cars), or to vehicles operated solely as funeral cars, or to paratransit buses.

(Code 1975, § 37-3; Code 1997, § 130-27)

SECTION 2: AMENDMENT “ARTICLE 58-III COMMERCIAL QUADRICYCLES” of the Sheboygan Municipal Code is hereby *amended* as follows:

AMENDMENT

ARTICLE 58-III ~~COMMERCIAL QUADRICYCLES~~ PEDAL CABS

SECTION 3: AMENDMENT “DIVISION 58-III-1 COMMERCIAL QUADRICYCLES GENERALLY” of the Sheboygan Municipal Code is hereby *amended* as follows:

AMENDMENT

DIVISION 58-III-1 ~~COMMERCIAL QUADRICYCLES~~ PEDAL CABS GENERALLY

SECTION 4: AMENDMENT “Sec 58-60 Definitions” of the Sheboygan Municipal Code is hereby *amended* as follows:

AMENDMENT

Sec 58-60 Definitions

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Alcohol beverages has the meaning given in Wis. Stats. § 125.02(1).

~~*Commercial quadricycle*~~ *Pedal cab* means a vehicle with fully operational pedals for propulsion entirely by human power, that has ~~four~~ three or more wheels and is operated in a manner similar to a bicycle, ~~and that is equipped with at least 12 seats for passengers, that is designed to be occupied by a driver and passengers providing pedal power to the drive train of the vehicle, and~~ that is operated by the vehicle owner or an employee of the owner. *Pedal cabs may be equipped with a motor that provides assistance only when the operator is pedaling and that ceases to provide assistance when the pedal cab reaches the speed of 20 miles per hour.*

~~*Commercial quadricycle*~~ *Pedal cab business* means an enterprise that owns a ~~commercial quadricycle~~ *pedal cab* or manages the operation of a ~~commercial quadricycle~~ *pedal cab*.

(Code 1997, § 130-130)

SECTION 5: AMENDMENT “Sec 58-61 Regulations” of the Sheboygan Municipal Code is hereby *amended* as follows:

AMENDMENT

Sec 58-61 Regulations

- (a) *Responsibility.* The owner and operator of a ~~commercial quadricycle~~ *pedal cab* are both responsible for ensuring compliance with the requirements of this section. An owner and operator may both be cited and convicted for any violation of this section. The violation of any of the provisions of this section by an operator is prima facie evidence that the operator permitted the violation.
- (b) *In general.* In addition to any regulations in this article, and except as provided in this article, ~~commercial quadricycles~~ *pedal cabs* operating within the city shall comply with the provisions of article 52-VIII of chapter 52, and all rules of the road according to

Wis. Stats. ch. 346.

- (c) *License.* No person shall operate or permit the operation of a commercial ~~quadricycle~~pedal cab in the city unless the operator has a valid ~~commercial~~ ~~quadricycle~~pedal cab operator's license, unless such ~~commercial~~ ~~quadricycle~~pedal cab is licensed under this article, and unless a valid license/sticker is visible in the proper registration area. The fact that an unlicensed person is driving a vehicle for which a taxicab vehicle license has been issued or applied for is prima facie evidence that the owner of the vehicle is in violation of this subsection.
- (d) *Age.* No person shall operate or permit the operation of a ~~commercial~~ ~~quadricycle~~pedal cab in the city unless such person is at least 21 years of age.
- (e) *Valid driver's license required.* No person shall operate or permit the operation of a ~~commercial~~ ~~quadricycle~~pedal cab in the city unless the operator possesses a valid state driver's license which is not suspended, revoked, canceled or expired.
- (f) *Parking.* No person shall park or permit the parking of a ~~commercial~~ ~~quadricycle~~pedal cab upon any sidewalk or in any place not specifically designated for parking. The ~~commercial~~ ~~quadricycle~~pedal cab may occupy up to two designated parking stalls but shall pay the appropriate parking fee (including a metered parking fee) for both stalls.
- (g) *Equipment requirements.* No person shall operate or permit operation of a ~~commercial~~ ~~quadricycle~~pedal cab in the city unless the ~~commercial~~ ~~quadricycle~~pedal cab is equipped with the following:
- (1) Hip restraints as defined by the American National Standards Institute (ANSI)/National Golf Carts Manufacturers Association (NGCMA) shall be installed for every seat on the vehicle. The driver of the ~~commercial~~ ~~quadricycle~~pedal cab shall not operate the vehicle unless each passenger thereon is wearing a hip restraint. The failure of a passenger to wear a hip restraint shall not be considered evidence of negligence, comparative or otherwise, including apportionment of fault, on the part of the passenger, and shall not be evidence used to diminish any recovery for damages arising out of the ownership, maintenance, occupancy, or operation of a vehicle.
 - (2) Lighting on the vehicle which shall be the following:
 - a. A light on the front which shall emit a white light visible from a distance of 300 feet to the front.
 - b. A taillight mounted on the rear, which when lighted shall emit a red light plainly visible from a distance of 500 feet to the rear.
 - c. A brake light on the rear which shall emit a red light, and which shall be actuated upon application of the service (foot) brake and which may, but need not, be incorporated with a taillight. Every brake light shall be plainly visible and understandable from a distance of 300 feet to the rear regardless of the time of day.
 - (3) Rear signage which shall conform to state law and administrative standards and specifications for slow-moving vehicles or shall be an emblem of the same shape and size painted on such vehicle in a bright and conspicuous retro reflective red orange paint. Such emblem shall be mounted on the rear of such vehicles, in the approximate horizontal geometric center of the vehicle, at a height of three to five feet above the roadway and shall be maintained at all

times in a clean and reflective condition.

- (4) A mirror capable of showing the driver a view of the roadway for a distance of 200 feet to the rear of the vehicle.
 - (5) A braking system, operable by the driver, that is capable of overriding all methods of propulsion and bringing the vehicle to a complete stop.
 - (6) A barrier on both sides of bench seating that restricts sliding beyond seating capacity.
- (h) *Routes.* No person shall operate or permit the operation of a ~~commercial~~ quadricyclepedal cab on routes or in locations other than those approved by the police chief or designee. The police chief shall not approve any route that includes any residential neighborhood, recreational trail, or park.
- (i) *Time of operation.* No person shall operate or permit the operation of a ~~commercial~~ quadricyclepedal cab in the city except between the hours of 10:00 a.m. and 10:00 p.m.
- (j) *Display.* No person shall operate or permit the operation of a ~~commercial~~ quadricyclepedal cab in the city unless the ~~quadricyclepedal cab~~ is conspicuously displaying on the exterior driver and passenger side of the vehicle the name or trade name and telephone number of the ~~commercial-quadricyclepedal cab~~ business. Additionally, no person shall permit or permit the operation of a ~~commercial~~ quadricyclepedal cab in the city unless the operator is conspicuously displaying within the front passenger compartment a display holder containing the operator's ~~commercial~~ quadricyclepedal cab operator's license.
- (k) *Possession of alcoholic beverages by passengers.* No passenger on a ~~commercial~~ quadricyclepedal cab may possess on or carry onto the ~~commercial-quadricyclepedal cab~~ more than 36 ounces of fermented malt beverages as defined in Wis. Stats. § 125.02(6). No passenger may possess, carry upon, or consume any other alcohol beverages, as defined in Wis. Stats. ch. 125, upon a ~~commercial-quadricyclepedal cab~~.
- (l) *Requirements for operators regarding alcohol.*
- (1) No person may operate a ~~commercial-quadricyclepedal cab~~ on which any alcohol beverages are carried or consumed other than fermented malt beverages in the amounts permitted in subsection (k) of this section.
 - (2) No person may operate a ~~commercial-quadricyclepedal cab~~ on which alcohol beverages are sold, nor may any person transport alcohol beverages on a ~~commercial-quadricyclepedal cab~~ for the purposes of sale or delivery upon sale.
 - (3) No operator of a ~~commercial-quadricyclepedal cab~~ may consume alcohol while the ~~commercial-quadricyclepedal cab~~ is occupied by passengers, nor shall any person operate a ~~commercial-quadricyclepedal cab~~ with an alcohol concentration of more than 0.02.
 - (4) The operator of a ~~commercial-quadricyclepedal cab~~ shall advise all passengers that no alcohol beverages shall be possessed on, carried upon, or consumed on a ~~commercial-quadricyclepedal cab~~ in violation of city ordinance or state statute, and shall conspicuously and legibly post a notice of these restrictions upon the ~~commercial-quadricyclepedal cab~~.

- (m) *Glass containers.* No person shall carry, possess, or permit the carrying or possession of any glass container on a ~~commercial quadricycle~~ pedal cab.

(Code 1997, § 130-131)

SECTION 6: AMENDMENT “Sec 58-83 Licenses Required” of the Sheboygan Municipal Code is hereby *amended* as follows:

AMENDMENT

Sec 58-83 Licenses Required

- (a) *Business license.* No person or business may engage in a ~~commercial quadricycle~~ pedal cab business without first obtaining a ~~commercial quadricycle~~ pedal cab business license and after full compliance with this article.
- (b) *Vehicle license.* No person shall operate or permit the operation of a ~~commercial quadricycle~~ pedal cab upon any street, sidewalk or other public place unless a ~~commercial quadricycle~~ pedal cab vehicle license has been issued for the ~~commercial quadricycle~~ pedal cab, and unless the ~~commercial quadricycle~~ pedal cab has a valid license/sticker visible in the proper registration area.
- (c) *Operator's license.* No person shall drive or operate a ~~commercial quadricycle~~ pedal cab upon any street, sidewalk or other public place in the city without first obtaining a ~~commercial quadricycle~~ pedal cab operator's license.

(Code 1997, § 130-140)

SECTION 7: AMENDMENT “Sec 58-84 Application” of the Sheboygan Municipal Code is hereby *amended* as follows:

AMENDMENT

Sec 58-84 Application

- (a) *Business license.*
 - (1) Application for a ~~commercial quadricycle~~ pedal cab business license shall be made in writing to the city clerk, upon blanks furnished by the clerk, which the owner of the business shall sign. For a partnership, the name of the business and the names and addresses of the partners must also be given, and one of the partners shall sign the application. For an LLC or a corporation, the applicant shall also provide the names and addresses of the principal officers, and the president and secretary shall sign the application.

- (2) The license application shall identify each ~~commercial~~ quadricycle pedal cab owned by the license holder. Should the holder of a ~~commercial~~ quadricycle pedal cab business license wish to obtain a ~~commercial~~ quadricycle pedal cab not listed at the time of application, the license holder shall provide an amendment to the application for a ~~commercial~~ quadricycle pedal cab business license before putting the ~~commercial~~ quadricycle pedal cab into service.
 - (3) The license application shall identify the proposed route or routes over which the ~~commercial~~ quadricycle pedal cab shall operate. No license shall be issued under this section until the police chief or the chief's designee has approved the proposed route. Should the holder of a ~~commercial~~ quadricycle pedal cab business license wish to modify a route or add a new route, the license holder shall make a new license application and pay the required fee.
 - (4) Any license issued pursuant to this subsection shall be granted and issued by the city clerk after consulting with the chief of police and the city attorney or their designees and shall expire on December 31 following its issuance.
- (b) *Vehicle license.*
- (1) Application for a ~~commercial~~ quadricycle pedal cab vehicle license shall be made by the owner of the ~~quadricycle~~ pedal cab, in writing, upon forms furnished by the city. Such application shall be signed by the owner and granted by the city council on an annual basis. Such license shall be issued upon granting and shall expire on the December 31 following its issuance.
 - (2) At the time of application, the applicant shall provide evidence of compliance with the requirements of section 58-61(c), certified by an employee of a bicycle repair shop located within the county.
 - (3) Upon payment of the necessary fees and after consulting with the chief of police and the city attorney or their designees, the city clerk may issue or cause to be issued a proper license plate/sticker. Transfer of the license to another person is prohibited.
 - (4) Any license issued pursuant to this subsection shall be issued upon granting and shall expire on December 31 following its issuance.
- (c) *Commercial ~~quadricycle~~ Pedal cab operator's license.* Written application for a ~~taxi~~ cab driver pedal cab operator's license shall be made to the city clerk on blanks forms furnished by the clerk, giving the name, residence address, date of birth and state driver's license number of the applicant. No such license shall be issued to a person who is less than 21 years of age or who does not possess a valid state driver's license which is not suspended, revoked, canceled or expired. Any license issued pursuant to this subsection shall be issued upon granting and shall expire on the December 31 following its issuance.
- (d) *Granting licenses.* The city clerk shall issue a license under this section only if all requirements have been met and if issuance is in the best interests of the city. The clerk may deny any license under this section in the full discretion in the interest in public safety or if the application is not in the best interests of the city. The city clerk shall take into account any objections from the city administrator, the police chief, the fire chief, a building inspector, the director of planning and development, or their

designees. If the city clerk denies a license, the applicant may appeal the denial to the ~~law and~~ licensing, hearings, and public safety committee of the common council.

(Code 1997, § 130-141)

SECTION 8: AMENDMENT “Sec 58-86 Insurance” of the Sheboygan Municipal Code is hereby *amended* as follows:

AMENDMENT

Sec 58-86 Insurance

- (a) No owner of a ~~commercial quadricycle~~ pedal cab or any other person shall operate or authorize any other person to operate a ~~quadricycle~~ pedal cab for commercial purposes within the city unless the owner has in effect a policy of comprehensive general liability insurance issued by an insurance company duly authorized to do business in the state, which policy provides for the payment of damages for bodily injury, loss of consortium or death of a person, and for injury to or destruction of property of a person or entity, due to the liability of the owner or operator of a pedal cab ~~quadricycle~~ arising out of the ownership, operation, use, or maintenance of a ~~quadricycle~~ pedal cab. The policy shall provide coverage with limits in an amount of not less than \$1,000,000.00 per accident. The policy shall provide that the insurer shall give the city notice of any cancellation or nonrenewal of the policy which is due the named insured.
- (b) The owner of a ~~quadricycle~~ pedal cab operated for commercial purposes within the city shall maintain on file with the city clerk's office a copy of the current policy of comprehensive general liability insurance required by subsection (a) of this section. Failure to comply with this provision shall result in the immediate suspension of the owner's rights and privileges to operate the ~~quadricycle~~ pedal cab commercially within the city.

(Code 1997, § 130-143)

SECTION 9: REPEALER CLAUSE All ordinances or resolutions or parts thereof in conflict with the provisions of this ordinance are hereby repealed to the extent of such conflict.

SECTION 10: EFFECTIVE DATE This Ordinance shall be in effect from and after its passage and publication according to law.

PASSED AND ADOPTED BY THE CITY OF SHEBOYGAN COMMON COUNCIL

_____.

Presiding Officer

Attest

Ryan Sorenson, Mayor, City of
Sheboygan

Meredith DeBruin, City Clerk, City of
Sheboygan

**CITY OF SHEBOYGAN
RESOLUTION 175-24-25**

BY ALDERPERSONS RUST AND LA FAVE.

MARCH 3, 2025.

A RESOLUTION authorizing the appropriate City officials to enter into an Intergovernmental Memorandum of Understanding with Sheboygan County for provision of EMS services to support SWAT activities.

WHEREAS, the Sheboygan Fire Department and Sheboygan County Sheriff’s Office desire to enter into agreement to ensure rapid and effective care for injured individuals, including law enforcement officers, suspects, and civilians during high-risk tactical operations.

NOW, THEREFORE, BE IT RESOLVED: That the Fire Chief is authorized to execute the attached Memorandum of Understanding.

PASSED AND ADOPTED BY THE CITY OF SHEBOYGAN COMMON COUNCIL

_____.

Presiding Officer

Attest

Ryan Sorenson, Mayor, City of
Sheboygan

Meredith DeBruin, City Clerk, City of
Sheboygan

CITY OF SHEBOYGAN

REQUEST FOR LICENSING, HEARINGS, AND PUBLIC SAFETY COMMITTEE CONSIDERATION

ITEM DESCRIPTION: Res. No. 175-24-25 authorizing the appropriate City officials to execute the SWAT MOU.

REPORT PREPARED BY: Eric Montellano, Fire Chief

REPORT DATE: March 5, 2025

MEETING DATE: March 13, 2025

FISCAL SUMMARY:

Budget Line Item: N/A
Budget Summary: N/A
Budgeted Expenditure: N/A
Budgeted Revenue: N/A

STATUTORY REFERENCE:

Wisconsin Statutes: N/A
Municipal Code: N/A

BACKGROUND / ANALYSIS:

The Sheboygan Fire Department (SFD) regularly collaborates with the Sheboygan Police Department (SPD) in various emergency response situations, particularly in Tactical Emergency Medical Incidents. While the SPD is the primary law enforcement partner, the Sheboygan County Sheriff's Office also requires emergency medical support during critical tactical operations. These incidents, such as SWAT events, high-risk warrants, threats, and active shooter situations, are infrequent but demand specialized training, consistency, and rapid response. Depending on the situation, these responses may involve just the SPD, just the Sheboygan County Sheriff's Department, or both agencies at the same time.

To enhance coordination and effectiveness, SFD seeks to formalize its relationship with the Sheboygan County Sheriff's Office through a Memorandum of Understanding (MOU). This agreement will define the roles, responsibilities, and procedures for integrating Emergency Medical Services (EMS) and Tactical Emergency Medical Services (TEMS) within SWAT operations.

Reasons for the MOU:

- Enhanced Tactical Medical Support: Ensures on-scene medical aid for law enforcement officers, suspects, and civilians during high-risk incidents.
Improved Safety & Efficiency: Provides a structured approach for EMS personnel to work safely within tactical environments.
Strengthened Interagency Collaboration: Builds a stronger working relationship between SFD and the Sheriff's Office for future joint emergency responses.

ACTION REQUESTED:

A motion to recommend approval of the Res. No. 175-24-25 to the Common Council.

ATTACHMENTS:

- I. Res. No. 175-24-25
II. MOU

MEMORANDUM OF UNDERSTANDING (MOU)

Between

**City of Sheboygan Fire Department And
SWAT Team / Sheboygan County Sheriff's Office**

Date: 01/15/2025

Purpose

This Memorandum of Understanding (MOU) is entered into between City of Sheboygan Fire Department and SWAT Team / Sheboygan County Sheriff's Office (hereafter referred to as the "Parties"). The purpose of this MOU is to establish the roles, responsibilities, and procedures for integrating Emergency Medical Services (EMS) and Tactical Emergency Medical Services (TEMS) with the SWAT team during critical law enforcement operations.

Scope of Agreement

The integration of EMS/TEMS with the SWAT team will provide on-scene medical support, ensuring rapid and effective care for injured individuals, including law enforcement officers, suspects, and civilians during high-risk tactical operations.

Responsibilities

1. EMS Agency Responsibilities

- a. Provide qualified EMS personnel trained in Tactical Emergency Medical Support (TEMS) to work alongside SWAT operations.
- b. Ensure that EMS/TEMS personnel are equipped with appropriate medical supplies and protective gear.
- c. Deploy EMS units to secure locations as directed by the SWAT team during operational deployments.
- d. Coordinate the evacuation and transport of injured individuals to medical facilities. Collaborate with SWAT command to develop operational plans that include medical considerations and safety protocols.

2. SWAT Team Responsibilities

- a. Ensure that EMS/TEMS personnel are briefed and integrated into pre-operation planning meetings.
- b. Provide safe and secure access for EMS/TEMS personnel during tactical operations.

- c. Cooperate with EMS personnel to identify potential medical risks and ensure safe evacuation routes for medical teams when needed.
- d. Communicate any immediate medical needs or threats to EMS/TEMS personnel during the operation.
- e. Assist EMS personnel in the event of dangerous conditions, including ensuring the safety of EMS teams during the operation.

3. Joint Responsibilities

- a. Develop and conduct regular joint training exercises to ensure effective collaboration between EMS and SWAT teams during tactical operations.
- b. Ensure clear communication protocols are established and adhered to during operations.
- c. Adhere to established incident command structures and emergency response procedures.
- d. Regularly review and update the integration procedures as necessary to improve efficiency, safety, and effectiveness.

Operational Coordination and Communication

1. Communication

- a. Both teams will use compatible communication systems to ensure seamless coordination during an operation.

2. Incident Command Structure

- a. A unified command will be established as needed.
- b. The SWAT team will maintain primary control over tactical operations and EMS branch will be added to command as needed.
- c. Coordination for medical response and evacuation will occur between the EMS and SWAT command centers.

Training and Exercises

- 1. Both EMS and SWAT teams will participate in joint training sessions at least 4 times per calendar year to ensure readiness for collaborative operations.
- 2. The training will cover, but is not limited to, the following:
 - a. Tactical operations involving injured law enforcement officers, suspects, or civilians.
 - b. Medical triage and treatment in high-risk environments.
 - c. Extraction and transport of injured personnel under tactical conditions.

Liability and Insurance

- 1. Each party agrees to maintain adequate insurance coverage for its personnel during the performance of duties under this MOU.
- 2. Neither party shall be held liable for actions or omissions occurring under the scope of this MOU,

except in cases of gross negligence or willful misconduct.

Duration and Termination

- 1. This MOU shall remain in effect until January 1, 2027 or until terminated by either party with 15 days' notice period written notice.
- 2. This MOU can be amended or extended by mutual written agreement.

Signatories

By signing below, the Parties agree to the terms outlined in this MOU:

For City of Sheboygan Fire Department:

Name: _____

Title: _____

Signature: _____

Date: _____

For SWAT Team / Sheboygan County Sheriff's Office:

Name: _____

Title: _____

Signature: _____

Date:

**CITY OF SHEBOYGAN
R. O. 119-24-25**

BY CITY CLERK.

MARCH 3, 2025.

Submitting a license application.

CLASS "B" BEER LICENSE (June 30, 2025)(NEW)

<u>No.</u>	<u>Name</u>	<u>Address</u>
3715	Sheboygan Lake Hospitality LLC (La Quinta Inn Sheboygan)	2932 Kohler Memorial Drive