



Wauwatosa, WI

Milwaukee Metro Fire Rescue Board of Directors

Meeting Agenda - Final

7725 W. North Avenue
Wauwatosa, WI 53213

Wednesday, May 20, 2026

5:30 PM Wauwatosa City Hall - Common Council
Chambers and Microsoft Teams

Regular Meeting

HYBRID MEETING INFORMATION

Members of the public may observe the meeting via Microsoft Teams at the link below:

<https://teams.microsoft.com/meet/23929658784269?p=cOSuEvDVFzlDitZ5Dc>

Meeting ID: 239 296 587 842 69

Passcode: md9rJ6xe

CALL TO ORDER

ROLL CALL

NEW BUSINESS

1. Recommendation for adoption of a Budget Amendment and Fund Transfer Policy [26-0860](#)
2. Approval of a fund transfer of \$216,200 to establish expenditure authority for upcoming expenditures [26-0861](#)
3. Update on collective bargaining with firefighters' association with direction from the board for future negotiations [26-0946](#)

The board may convene in closed session for this item pursuant to the provisions of Wis. Stat. Section 19.85(1)(e) for the purpose of deliberating or negotiating a collective bargaining agreement to the extent competitive or bargaining reasons require a closed session. The board may reconvene in open session after completion of the closed session to consider the balance of the agenda.

ADJOURNMENT

NOTICE TO PERSONS WITH A DISABILITY

Persons with a disability who need assistance to participate in this meeting should call the City Clerk's office at (414) 479-8917 or send an email to tclerk@wauwatosa.net, with as much advance notice as possible.



Wauwatosa, WI

7725 W. North Avenue
Wauwatosa, WI 53213

Staff Report

File #: 26-0860

Agenda Date: 5/20/2026

Agenda #: 1.

Recommendation for adoption of a Budget Amendment and Fund Transfer Policy

Submitted by:

John Ruggini

Department:

Finance Department

A. Issue

Change in circumstances after budget adoption may require a change to the Milwaukee Metro Fire and Rescue (MMFR) Corporation's adopted budget. Maintaining a policy to address these circumstances is a best practice.

B. Background/Options

Change in circumstances after budget adoption may require an amendment or transfer within the Corporation's adopted budget. An amendment is defined as a change that would increase the total authorized expenditure amount or cause a change in fund balance (i.e. the change does not net to zero). A transfer is a reclassification of expenditures or revenues that has no impact on the adopted total budget amount or the fund balance of the Corporation.

The attached recommended policy provides for three levels of approval depending on the amount and nature of the budgetary change and whether or not it increases total adopted expenditures or impacts fund balance. This policy also defines the level of budget control and how the Corporation shall adjust its budget for unanticipated revenues.

Per the Corporation's legal counsel, MMFR is not subject to Wis. Stat. 65.90, so the publication and alteration requirements for cities do not apply to MMFR. This proposed policy does not require the publication of any proposed budget change other than what is required by the open meetings laws.

C. Fiscal Impact

There is no fiscal impact from the adoption of this policy.

D. Recommendation

I recommend adoption of the "Budget Amendment and Fund Transfer Policy"

Adopted: May XX, 2026
Revised:

MILWAUKEE METRO FIRE RESCUE CORP.

ADMINISTRATIVE POLICY AND PROCEDURE

Budget Amendment and Transfer Policy

Purpose

To provide uniform direction for the modification of the adopted budget.

Policy

Change in circumstances after budget adoption may require an amendment or transfer within the Corporation’s adopted budget. An amendment is defined as a change that would increase the total authorized expenditure amount or cause a change in fund balance (i.e. the change does not net to zero). A transfer is a reclassification of expenditures or revenues that has no impact on the adopted total budget amount or the fund balance of the Corporation.

Budget control is defined as the level of the chart of accounts at which this policy applies and is set at the “Character Code” level which corresponds to the first two digits of the object. For example, all objects in the 62** series are part of the 62 Character Code designated for services. Below is a partial listing of the objects in this series. The Corporation could be over in 6203-Consulting Services but under budget in 6204 – Legal Service and no amendment or transfer would be needed. An amendment or transfer would only be needed if all the 62** objects combined exceeded the 62** budget.

Object	
Add Object	Clear filter(s) Rows per page: 100 ▾ 16 of 16
Code ^	Description
<input type="text" value="62*"/>	<input type="text"/>
6201	SUNDRY CONTRACTUAL
6202	GENERAL SERVICES
6203	CONSULTING SERVICES
6204	LEGAL SERVICES
6205	BLDING & INFRSTRCTRE REPAIRS
6206	EQUIPMENT REPAIRS
6207	MARKETING SERVICES

There are three levels of fund transfers, each requiring a different approval prior to execution. The required approvals are:

Level One: Fire Chief or President

Level Two: Fire Chief or President and Treasurer

Level Three: Fire Chief or President and Treasurer and Corporation Board of Directors

The following accounts shall be Restricted Character Codes:

<u>Code</u>	<u>Account Name</u>	<u>Code</u>	<u>Account Name</u>
50	Regular Pay	64	Fixed Charges
51	Overtime	65	Support Service Charges
52	Fringe Benefits	66	Other Expenses
5190	Off-time	70	Capital Outlay

The following defines the three transfer levels permissible under this policy:

LEVEL ONE: A balanced transfer of \$10,000 or less for any one single purpose in which the source and purpose accounts are not a Restricted Character Code and there is no change in the total adopted budget expenditures.

LEVEL TWO: Any of the following:

- A. A balanced transfer of \$10,000 or less for any one single purpose in which the source and purpose accounts are a Restricted Character Code and there is no change in the total adopted budget expenditures.
- B. A balanced transfer in excess of \$10,000 but less than \$25,000 for any one single purpose in which there is no change in the total adopted budget expenditures.
- C. A transfer equal to 50% of revenue that is unbudgeted and unrestricted. For any such revenues, 50% received shall be transferred to the contingency fund, and the remaining 50% is eligible for transfer. A transfer under this provision for any one single purpose may not exceed \$50,000.

LEVEL THREE: A transfer other than a Level One or Level Two transfer.

All fund transfers will be entered into the Corporation's financial software system and routed for electronic workflow approval with supporting documentation.

Change Log

Date	Change
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Staff Report

File #: 26-0861

Agenda Date: 5/20/2026

Agenda #: 2.

Approval of a fund transfer of \$216,200 to establish expenditure authority for upcoming expenditures

Submitted by:

John Ruggini

Department:

Finance

A. Issue

The Milwaukee Metro Fire and Rescue Corporation does not have an adopted budget for 2026. A budget amendment per the “Fund Transfer” policy is required for upcoming expenditures.

B. Background/Options

The Milwaukee Metro Fire and Rescue Corporation does not have an adopted budget for 2026. A budget amendment per the “Fund Transfer” policy is required for upcoming expenditures. These include:

1. The City of Wauwatosa received a quote of \$16,200 to modify its Enterprise Resource Planning (ERP) system to accommodate providing accounting and payroll support to Metro Fire when it establishes its merged operations including operating with its own employees. This will allow for the ERP system to accommodate a second entity with a separate federal tax identification number and its own bank account. This quote is based on an estimate of implementation hours required by the vendor.
2. Union negotiations include proposed complex changes to firefighter work schedules. In addition, levy limit and innovation grant limitations will limit resources available for compensation increases. Lastly, consolidating two separate pay and benefit systems will likely require trade-offs between the two communities and their respective employees. Given these complexities, it is likely that the Metro Fire Board and staff will require legal and consulting support during 2026 as part of the bargaining negotiations. This is estimated at \$100,000; however, no proposals have been solicited nor is the extent of support known so this should be considered a very rough estimate. Actual cost could be less or more.
3. Dispatch options continue to evolve and change in a positive direction and it is becoming clear that a decision on how Metro Fire is dispatched could have a long-term impact on fire dispatch county-wide. This is an exciting opportunity but may also require additional consulting support to ensure all potential impacts, unintended consequences and costs and benefits are identified and evaluated. There may also be a need for additional consulting support as both departments work through the operational complexities of the merger. This is in addition to the current contract with McMahon Associates and is estimated at \$100,000; however, no proposals have been solicited nor is the extent of support known so this should be considered a very rough estimate. Actual cost could be less or more

Assuming adoption of the “Fund Transfer Policy” that is proposed as part of this meeting, these are Level Three changes as they increase total budgeted expenditures thus requiring approval of the Fire Chief or President, the Treasurer and the Board.

C. Fiscal Impact

The proposed budget amendment would increase expenditures by \$216,200. It is intended that the Innovation Grant would cover these costs. However, while extremely likely to be received, Innovation Grants have not yet been awarded.

D. Recommendation

I recommend approval of this budget amendment.