

Milwaukee Metro Fire Commission

Bylaws

On February 24, 2026, the Cities of Wauwatosa and West Allis approved an intergovernmental agreement creating a joint fire department called Milwaukee Metro Fire Rescue (“IGA”). Within Section 3 of the IGA, and in compliance with Wis. Stat. § 62.13(2)(c), the municipalities created a joint fire commission called the Milwaukee Metro Fire Commission to govern the joint fire department (the “Commission”). The following rules are adopted by the Commission to establish policy, procedure, and rules for exercising the authority granted to a joint fire commission under Wis. Stat. § 62.13.

Article 1. Rules Governing the Commission

(a) Establishment. Within the IGA, the cities have jointly determined the number of commissioners to be appointed to the joint fire commission by each city and the length of the commissioners’ terms.

(1) Parliamentary Procedure. Except where inconsistent with open meetings laws, Robert’s Rules of Order, Newly Revised, shall be used to conduct the meetings of the Commission.

(2) Optional Powers. The Commission may exercise optional powers under Wis. Stat. § 62.13(6) only if the electors of both West Allis and Wauwatosa grant optional powers to the Commission.

(3) Address

(4) Interpretation

a. State Law

b. Terms of IGA

c. MMFC Bylaws

(b) Officers. The Commission shall have the following officers who shall exercise the duties and authorities listed below.

(1) President. The president shall have the following duties:

- a. Act as the liaison and spokesperson for the Commission for interactions with the public, media, and other governmental bodies
- b. Act as the chair of and preside over meetings of the Commission
- c. Send all agenda items and calendar dates to secretary of the Milwaukee Metro Fire Rescue Corporation no less than 36 hours before the scheduled meeting
- d. Appoint commissioners to ad hoc committees (any ad hoc bodies shall comply with open meetings laws)
- e. Request the necessary funding and resources from the Milwaukee Metro Fire Rescue Corporation by communicating its request to corporation's board of directors.

(2) Vice President. The Commission creates the position of vice president. The Commission shall elect a vice president from among its membership who shall serve in that role until a new vice president is elected. The duty of the vice president is to serve as the president of the Commission during the President's absence or unavailability. If the president vacates their office, the vice president shall assume the president's duties until a new president can be elected from among the Commission's membership.

(3) Secretary. The secretary shall have the following duties:

- a. Record meeting minutes for all meetings, and submit them to the secretary of the Milwaukee Metro Fire Rescue Corporation ahead of the next meeting
- b. Manage all official correspondence from the Commission
- c. Act as a legal custodian of all records created or kept by the Commission

(c) Meetings of the Commission

(1) Frequency

- a. Regular Meetings. Regular meetings of the Commission shall be scheduled for the 2nd Wednesday of each Month at 5:30 p.m. The president may cancel regular meetings for the convenience of the Commission.
- b. Special Meetings. Special meetings of the Commission may be scheduled at the call of the President.

(2) Location

- a. Regular Meetings. Unless the location of the meeting is altered by the board or the president of the board:
 - a. Meetings during odd-numbered months shall be scheduled to be held at Wauwatosa City Hall (7725 West North Avenue, Wauwatosa, WI)
 - b. Meetings during even-numbered months shall be scheduled to be held at West Allis City Hall (7525 West Greenfield Avenue, West Allis, WI)
- b. Special Meetings. The president shall identify within the public notice the location where any special meeting will be held.

(3) Public Comment. The Commission may allow public comment pursuant to Wis. Stat. § 19.84(2). If a period of public comment is noticed in advance of the meeting, the Commission may receive information from members of the public

- a. No individual person may speak for more than 3 minutes during a period of public comment
- b. No period of public comment may exceed 15 minutes, unless the Commission suspends the rules of procedure with a 2/3 majority vote to extend the period of public comment to a total of 30 minutes.

(4) Remote Attendance. With the consent of the President, any commissioner may attend a meeting using telephonic or video

conferencing technology. The type of technology used shall cause the commissioner's voice to be audible to other commissioners and members of the public in attendance and, if using video conferencing, cause the commissioner's image to be visible to other commissioners and members of the public in attendance. A commissioner appearing under this provision may participate in the meeting to the same extent as though the member was appearing in person.

Article 2. Appointment of the Chief

Article 3. Review of the Chief's Appointments of Subordinates

(a) Examination

(1) New Applicants

(2) Promotional Applicants

(b) Eligibility List

(1) New Applicants

(2) Promotional Applicants

Article 4. Disciplinary Procedures

(a) Charges Filed by the Chief

(b) Charges Filed by Aggrieved Persons

(c) Charges Filed by the Commission as a Body

(d) Charges Filed by a member of the Commission