



## FIRE DEPARTMENT

130 W. ST. PAUL AVENUE  
WAUKESHA, WISCONSIN 53188-5172  
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Steven Howard, Acting Chief

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April 25, 2016

TO: City Attorney Brian Running

**SUBJECT: CONTRACT WITH THE WISCONSIN DEPARTMENT OF AGRICULTURE AND  
THE CITY OF WAUKESHA FIRE DEPARTMENT TO CONDUCT INSPECTIONS  
OF FUEL TANK SYSTEMS**

Dear Brian:

Attached is the contract with the Wisconsin Department of Agriculture and the City for conducting inspections of aboveground and underground tank systems.

The Department has contracted with the State of Wisconsin for over 20 years to conduct annual and installation inspections in our community. The Department receives approximately \$9,000 annually for these inspections.

Attached you will find the current contract provided by the Wisconsin Department of Agriculture and the previous contract from 2010 with the Wisconsin Department of Commerce, signed by former Mayor Larry Nelson. Several years back, the tank inspection program transferred from the Department of Safety and Professional Services (formerly the Department of Commerce) to the Department of Agriculture.

Fire Marshal Brian Charlesworth and I have reviewed the new contract, specifically the Scope of Services, and have not identified any major changes or requirements that are not similar to the services we currently provide. Compensation will be increased by approximately \$10.00 for each activity conducted by the Department beginning in 2016, with an additional \$2.00 increase in 2018. The term of the contract is for a five year period.

In reviewing the contract, I noticed there were minor modifications throughout. Unfortunately, the Department did not receive an electronic version of the contract, nor did we receive a red line version indicating changes.

If you have any questions or need additional information, please do not hesitate to contact me at (262) 524-3649.

Sincerely,

Steve Howard, Acting Chief

attachments

