



City of Waukesha
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Committee: Finance	Date: 3/8/2022
Common Council Item Number: ID# 22-3561	Date: 3/15/2022
Submitted By: Steven Howard, Fire Chief SH	City Administrator Approval: Kevin Lahner KL
Finance Department Review: Denise Vandenbush-Kohlmann DVK	City Attorney's Office Review: Brian Running
Subject: Review and approve the Fire Department's Unpaid Internship Agreement – Firefighter / EMT Intern Program that was drafted by the City Attorney with the input from both Fire and Human Resources Departments.	

Details:
The Fire Department with the assistance of the Human Resources Department and City Attorney's Office have prepared this agreement for the Unpaid Firefighter / EMT Intern Program that will be implemented later this year. The Fire Department will sponsor and provide training and experience while the Interns are attending State Certification Training. With the implementation of this program the Fire Department hopes to develop additional candidates for full time appointment with the City of Waukesha. The Department hopes to start with 3 candidate and potentially expand the program to 6 candidates in 2023. The agreement outlines the coursework and expenses that are eligible for payment/ reimbursement. Individuals participating in this program are not employees of the City of Waukesha. The Unpaid Internship Agreement is attached.

Options & Alternatives:
N/A

Financial Remarks:
Any costs associated with this program were approved as part of the 2022 Operating Budget.

Executive Recommendation:
This agreement was drafted by the City Attorney's Office.