

Aug 8, 01

MEMO: TOWN of MECAN, Marquette County, Wisconsin

7/18/01 10:08 PM Amended 8/8/01 9:52 PM

Draft outline of procedure for establishing fire numbers for the Town.

- A. Persons will contact the Town (usually the Town Clerk) and request a number. The present cost is \$35.00. This is subject to change now that we are using a Building Inspector.
- B. The responsible person will then contact the Town Fire Sign Commissioner with the request and with the location where the sign will be placed.
- C. The Commissioner will measure (using the new measuring wheel) from an existing fire number or from the nearest intersection. The measurement in feet will be recorded, a wood stake with our name on it will be placed where the sign is to be placed and the pertinent information will be given to Jerry Smart at the County Court House. Stop in or call him at 1(877) 627-6767 x247. Jerry will provide us with the proper fire number, he will up-date the computer system that the Sheriffs Department will use. We will notify the County sign shop at the Highway Department for them to make up a sign.
- D. We must contact Diggers Hot Line 1 (800) 242-8511 (Present caller I.D. is 63718). You must give them a location from an intersection so they can find your stake. Ask them for the date and the time you can start work and make note of their work order number. NOTE: we do not pound in a post without having Diggers Hot Line flag the area or give us a go ahead.
- E. Commissioner notifies the Town Chairperson of the name and new fire number issued. Chairperson will notify the Green Lake County Sheriffs office by mailing or faxing that information to Steve Hollenback, P.O. Box 586, Green Lake, WI 54941. Twice a year, Chairperson will furnish both Sheriffs Departments with an up-dated fire number list.
- F. To understand the Fire Number Grid System, the magic figures are, for each 13 feet there is a one number change. There is a 10 number change for 132 feet and 100 number changes for 1,320 feet. You can therefore divide the number of feet you have recorded from the wheel and divide by 13. The answer will give you the number to be added/subtracted (depending on which point you measured from).
- G. The County will notify us when we can pick up the sign. The material we will receive will be the sign number, a signpost and two bolts with nuts for mounting to the post. Note: you will need a couple wrenches to attach the sign to the post.
- H. When we have a go from Diggers Hot Line, we can place the post and pound it in with the driver that we presently have. Attach the sign and we are in business.
- I. The Town Chairperson should be notified of each new fire number so he can update the Town Fire Number list on his computer.
- J. We will stay in close communication until we can finalize the whole procedure. Also, the Town Chairperson will be the back up to the Commissioner should he not be able to perform his duties.
- K. There are some other miscellaneous duties we will add provided they are mutually agreed upon. These will be presented at a later date.
- L. When a new road is established, it is important to notify all Emergency Government Units in both Counties of the name and location of the road.

Present remuneration for the Fire Number Commissioner is at a rate of \$6.25 per hour and mileage on his personal vehicle at a rate of \$0.25 per mile. Expenses are paid on a calendar quarter basis. They are recorded on an expense report form and turned in to the Town Clerk at the end of the quarter.

Earl H. Ewert, Chairperson