



# Cedarburg Fire Department

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W61 N631 Mequon Ave. • PO Box 327 • Cedarburg, WI 53012  
Station – (262)375-7630 • Fax – (262)375-9203

## Public Records Information for Release of Records

**Records Custodian:** Jeffrey J. Vahsholtz, Fire Chief

**Agency:** The Cedarburg Fire Department serves as the primary fire and rescue agency for the City and Town of Cedarburg.

**Location and Hours:** The Cedarburg Fire Department is a combination department with many of the members not always available during normal business hours.

Please feel free to call **(262) 375-7630** and leave a message and someone will get back to you as soon as possible. You may also email our department [info@cedarburgfiredept.com](mailto:info@cedarburgfiredept.com) or send a request by mail to **P.O. Box 327 Cedarburg, WI 53012**.

**Costs:** There shall be no charge for locating and processing a record unless the actual cost exceeds \$50.00, in which case the actual cost shall be determined by the records custodian and billed to the requestor.

Requests are forwarded to the Records Custodian/Fire Chief for review as to sufficiency and the request is either approved or denied. At the direction of the Chief, public records requests are processed by the administrative staff during regular business hours, which is Monday – Friday between the hours of 8:00am – 4:00pm, excluding holidays.

Requests are processed in accordance with WI Statute 19.35(1) and City of Cedarburg Municipal Code Chapter 3, Sec 3-3-4, 3-3-5, and 3-3-6.

**Requests for copies of patient care reports need to be directed to:**

EMS/MC

Toll-Free: (866) 827-8469

Or online at [emsmc.com/patient-portal](http://emsmc.com/patient-portal)

Please direct any questions pertaining to public records request to the Fire Chief.

(See Wisconsin Statute 19.34 and City of Cedarburg Municipal Code Chapter 3 for additional information relating to Public Records.)



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## Request for Access to Public Records

### I. To be completed by person requesting access to or copy of records

Date of Request: \_\_\_\_\_

Description of record(s) to be inspected and/or a copy made:

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Please note: A request is "deemed sufficient if it reasonably describes the requested record or the information requested. However, a request for a record without a reasonable limitation as to subject matter or length of time represented by the records does not constitute a sufficient request." §19.35(1)(h), Wis. Stats.

Name of Requestor:	Phone Number:

Mailing address of requestor:

Purpose of request:

Please note: a request may not be refused "because the person making the request is unwilling to be identified or to state the purpose of the request." §19.35(1)(h), Wis. Stats. You are being asked to list the purpose of your request on a voluntary basis. Thank you.

### II. To be completed by Custodian or Deputy Custodian of Records

Date & Time request was received: \_\_\_\_\_

Action taken on Request:

Approved     Approved in part, denied in part     Denied

Attach copy of any statement denying access to, a copy of, or information contained in any public record covered by this request.

Signature of Custodian approving release: \_\_\_\_\_

Date/Time record(s) released: \_\_\_\_\_ Released by: \_\_\_\_\_