

Joint Fire Commission Meeting Minutes
Thursday, January 20, 2011 – 6:00 PM
Paul J Bertschinger Community Center – Egg Harbor

Present: Bill Edwards, Clarence Scherer, Dick Sandretti, Clayton Haen, Ulla Walser, Carol Ballje, Fire Chief -Steve Schopf

Also present: Andy Staats

1. Call meeting to order.

Chair, Edwards called the meeting to order at 6:03 p.m.

2. Adopt agenda.

Scherer moved to adopt the agenda as presented, Walser seconded. Motion carried.

3. Open session – Ten minutes.

Edwards commented on the Joint Town & Village Minutes from October 14th, 2010 referencing the approval of a \$5,000 emergency fund through undesignated funds if necessary.

Edwards also mentioned the purchase of Truck #3 by three members of the fire department.

4. Review and approve minutes of October 13, 2010 meeting.

Haen moved to approve the minutes of October 13, 2010, Walser seconded. Motion carried.

5. Fire Chief / First Responder report.

Schopf gave Fire Chief, First Responder report.

Report is as attached.

Budget 2011-Is as attached and was presented.

The inquiry was made on the number of active firefighters. Schopf stated there are approximately 36-37 active fire fighters with enough gear for 39 active members.

Edwards thanked Schopf for all the preparation and work on the budget.

6. SOP / SOG Committee report.

Edwards gave SOP/SOG Committee report.

Meeting was on Tuesday, January 18, 2011. There were 15-20 SOG/SOP's reviewed. Five SOP/SOG's were approved at the meeting. Among the approved were SOG/SOP's 213, 315 & 503A was modified.

Edwards mentioned that they are nearing the end of drawing up the SOP/SOG's. The Assistant Fire Chief from Baileys Harbor requested a copy of Egg Harbor's SOG/SOP's for a class he teaches and for reference. Schopf stated he will be giving him an SOG/SOP book.

7. Adopt format and schedule Chief performance review.

The Joint Fire Commissioners reviewed and discussed the Fire Chief Performance Review documents, including the letter. Some suggestions were made.

Additions:

- Add the statement, I wish to present my concerns on the Fire Chief's performance before a closed session of the Fire Commission. Please contact me at. . . (This is to be placed at the bottom of the Fire Dept form).
- Headings are to be added to the Fire Chief's performance review by the Department Personnel and the Fire Chief's performance review by the Joint Fire Commission. These are to be included on both pages of each document.

Sandretti moved to approve the proposed criteria for the Fire Chief Performance review as modified along with the cover letter as modified, Ballje seconded. Motion carried unanimously.

Joint Fire Commissions schedule of dates are as follows:

- The cover letter is to be dated for January 20, 2011.

- Joint Fire Commission Meeting is scheduled for Thursday, April 7th (With Closed Session for Fire Chief Review).
- Distribution of the Fire Chief Performance Review was scheduled for Monday, February 7th for First Responders, and Tuesday, February 8th for Fire Fighters hand delivered at the meetings. They are to be returned by Thursday, February 17th, 2011.
- E-mail new modified Fire Chief Review copies to the Joint Fire Commission.

8. Approval of bills for month.

The bills were reviewed for November 2010, December 2010, and January 2011 as attached. *Scherer moved to approve the bills for the months of November 2010 in the amount of \$9,412.46, December 2010 in the amount of \$7,906.88, and January 2011 as of today, January 20, 2011 in the amount of \$244.74, Walser seconded. Motion carried.*

9. Set time and agenda items for February meeting.

The next Fire Commission meeting was scheduled for Thursday, February 17, 2011 at 6:00 p.m. at the Egg Harbor Town Hall, County I, Carlsville.

10. Adjourn

Haen moved to adjourn the meeting at 8:11 p.m., Walser seconded. Motion carried.

Reported by,
Kelly A. Popp
Deputy Clerk-Treasurer