

JOINT FIRE COMMISSION MEETING MINUTES

Thursday, April 3 2008 – 6:00 p.m.
Paul J. Bertschinger Community Center
7860 State Hwy 42, Egg Harbor, WI 54209

Members Present: Chair Steve Schopf, Skip Ballje, Herb Mueller, Bill Edwards, Ulla Walser, and Clayton Haen

Also Present: Charity Buhr and Mark Bogenschutz

1. Call meeting to order.

Chair Schopf called meeting to order at 6:04 P.M.

2. Adopt agenda.

Ballje moved, seconded by Mueller to adopt the agenda as presented. Motion passed unanimously.

3. Open session – Fifteen minutes.

Schopf reminded the Committee that there is a Joint Town and Village meeting on May 21 in Carlsville.

Bogenschutz explained that Door County is going to have a mock disaster April 19.

Members of the Fire Commission could go and by observers if they are interested, just let Mark Bogenschutz know.

The mock disaster is the majority of the day.

The Triathlon is occurring again this year on July 20. Deputy Sherriff Farley contacted Bogenschutz and asked if the Fire Department was interested in covering traffic control for the event.

The Fire Department received the certification that the test on the ladders is completed.

4. Review and Approve minutes of Feb. 21, 2008 meeting.

Ballje moved, seconded by Walser to approve the February 21, 2008 Fire Commission meeting minutes as presented. Motion passed unanimously.

5. LOSA Program Peer Review Board report.

Bogenschutz stated that there is a meeting April 17 for the mid-term assessment of positions in the program. At this meeting there may be reviews done under 1204.

6. SOP/SOG committee report.

The Committee met March 18 and released to the staff 2 SOGs 206 – rope rescue and 1101- dealing with hazardous materials.

There are other subject matters that will be coming up in subsequent meetings.

Door/Kewaunee County Mutual Aid, jaws operations, structure fires, and grass fires are a few of the upcoming topics.

Edwards stated that there are roughly 50 SOGs and SOPs in place.

The SOG/SOP Committee was working with the by laws and rules to develop these.

Should the Committee go back and see if some of the old documents should be reworked or possibly eliminated.

Schopf stated that the standard operating procedure should be eliminated once it is replaced with a standard operating guideline, but other sources should be gone through very carefully to make sure nothing is eliminated that isn't addressed elsewhere.

Consensus of the Committee was to have the SOG/SOP Committee to review the supporting documents the Fire Department has and update as necessary and delete as necessary.

7. Fire Chief's report.

See attached report.

There was a truck committee formed. A few of the members will be going to a trade show in Indianapolis to look at possible truck information.

The County did get an extension on the Communications grant in writing. The next meeting is April 18 and it is for finalizing the frequencies and meeting the companies that were awarded the contracts.

The bids came in lower than expected, therefore the County is looking at trying to get a tower placed on Chambers Island to help with reception and lower the effects of the escarpment throughout the County.

8. *First Responder's report.*

See attached report.

9. *Report Review and Action on Performance Review Sheets.*

See attached examples.

Ballje is going to work on this for next meeting.

Bogenschutz will bring this up at an officers meeting to get other opinions on the matter.

10. *Report from Chief on areas of improvement within the Department.*

Bogenschutz stated that this was discussed at the officer's meeting.

The following were areas that were discussed:

Membership drive.

Continued education.

More hands on training.

More PR in the community.

Job duties – truck inspections.

Trying to get people to help out even if they don't necessarily enjoy the task.

Bogenschutz suggested placing ads in newspapers to try to get more members.

11. *Approval of bills for month.*

See attached monthly bills.

12. *Set date for next meeting.*

May 15, 2008 at 6:00 P.M. in Carlsville

Mueller moved, seconded by Haen to adjourn at 7:45 P.M. Motion passed unanimously.

Respectfully submitted,
Charity Buhr
Deputy Clerk-Treasurer/
Administrative Assistant

**EGG HARBOR FIRE DEPARTMENT
MONTHLY BILLS**

VENDER	INVOICE #	DESCRIPTION	ACCT #	AMOUNT
Baycom	204597	David Clark radio interface hookup #5	Truck main	\$ 450.00
Bendlin Fire	48911	4 gas detector	Equip. replace	\$ 2,226.00
Carquest	D585179	exhaust manifold repair #12	Truck main	\$ 66.00
Door County Hardware	61911	Mounts for Trucks	Truck main	\$ 36.97
Door County Hardware	61945	Mounts for Trucks	Truck main	\$ 4.58
EMP	1036623	First Responder Kit and O2 equip.	Equip. replace	\$ 650.75
EMP	1036623	Cold Packs	Consumables	\$ 25.95
Schartner Impl.	67409	oil plug #12	Truck main	\$ 3.84
Wisconsin State Fire Chiefs Assoc.		Membership Dues	Office Exp	\$ 150.00
Total				\$ 3,614.09

monthly Bills March 2008

**EGG HARBOR FIRE DEPARTMENT CHIEFS REPORT
For February 2008**

- | | |
|---------------------------|---|
| 1. Fire Calls/Incidents | 2/14/2008 Cover assignment standby, mutual aid.
2/29/2008 Fire Call, smoke and odor removal. |
| 2. Burning Permits Issued | 2 Total |
| 3. Purchases/Expenditures | Front Inlet Gear drive with motor. Eng 6 \$1800.00
Batteries (flashlight)
Miscellaneous |
| 4. Department Activities | Held Monthly FF/FR Meetings Com. Center Tour
Membership Dinner. Log Den Restaurant |
| 5. Administration | Officers Meeting
SOG Meeting
Door County Chiefs Communication Mtg.
Fire Commission Mtg.
Joint Town and Village Board Mtg. |

Respectfully
Mark F. Bogenschutz
EHFD Chief

FIRST RESPONDER REPORT

FIRE COMMISSION MEETING MARCH

First quarter call tally now stands at 23 calls thru 17 March .A break down shows Jan. at 9 calls; Feb at 9 calls; and first half of March at 5 calls. At this same time last year we stood at 15 calls. We still have 14 first responders and out that is on injured reserve. Our newest member James Enigl has jumped in with both feet running and is responding to several calls already since completing training in December he already proves to be an asset to the department. We are still short handed for first responders in and around the Village area, as this area is basically covered by 3, Mark, James, and myself. With the rest of our group in the Carlsville area. I have purchased some new equipment and supplies for our group during the first quarter, with just a few more items left to purchase in the second quarter we should be all set for the summer .

Respectfully submitted by
First Responder Crew Chief
Dan Kiehnau