

Joint Fire Commission Meeting Minutes
Thursday, February 17, 2011 – 6:00 PM
Egg Harbor Town Hall – County I, Carlsville

Present: Chair-Bill Edwards, Dick Sandretti, Clayton Haen, Ulla Walser, Carol Ballje,
Fire Chief -Steve Schopf
Absent: Clarence Scherer-excused
Also Present: Andy Staats-EHFD

1. Call meeting to order.

Chair, Edwards called the meeting to order at 6:00 p.m.

2. Adopt agenda.

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

3. Open session – Ten minutes.

Edwards stated Pam Krauel, Town Clerk sent the updated budget with the Federal Grant addition. There was a small math error. The revenues were not shown on the previous budget. This has been corrected.

4. Review and approve minutes of January 20, 2011 meeting.

Walser moved to approve the minutes of January 20, 2011, Ballje seconded. Motion carried unanimously.

5. Fire Chief / First Responder report.

Fire Chief, Schopf gave report.

Schopf reported on the Fire Calls as attached. Egg Harbor Fire Chief/First Responder Report:

Item 4, DNR grant, the form and turnout gear has been ordered. This grant needs to be closed out by April.

Item 5, Schopf reported the department may be donating the old turnout gear to a company who donates to third world countries.

Item 5, Schopf stated he would like to begin drafting a letter to Village and Town residents to replace the defibrillators that will no longer be supported. Thirty defibrillators will need replacement at a cost of \$2000-\$3000 for each. The Fire Department needs to raise a total of \$60,000 to 90,000 for the total replacement. The Fire Commission gave unanimous consensus to Schopf to prepare the letter and send it to residents.

Item 6, the money raised at the Pancake breakfast at the Polar Bear Plunge in Jacksonport contributes to college scholarships.

Item 6, The Christmas party was held at Casey's with good turnout.

Item 7, the mentioned meetings were attended. It was reported that there were some issues with the Joint Intergovernmental Agreement for Fire Protection Services that came up during the Joint Board meeting. There was also some discussion regarding exceeding the labor budget the last year. Schopf reported that the Fire Department labor cannot go over budget this year. He said due to this discussion, he has scaled back training for the year. The budget was discussed in length by Fire Commissioners.

It was reported that the next quarterly Joint Board meeting is April 27th, 2011 at the Paul J Bertschinger Community Center in Egg Harbor at 6:00pm.

Item 8, Schopf reported 5 firefighter termination letters did go out.

6. SOP / SOG Committee report.

Edwards gave SOP/SOG Committee report. SOG's were approved.

See the attached copy of the approved/modified SOG's list submitted by Edwards.

They will be meeting again on February 22, 2011. Edwards invited all present to attend.

7. Receive Chief performance review questionnaires and define next steps in review process.

Commissioners received the Chief performance review questionnaires and discussed the next steps in the review process. This was discussed in length.

Edwards reported that 13 were returned.

Staats reported that 11 Chief performance review questionnaires were mailed out on Monday, February 14th. A total of 39 were handed out.

Edwards asked for help with the review process of data.

Ballje and Walser stated they would help with the copy and tally of the reviews. Edwards asked Ballje or Walser to make copies at the village. Walser will assist with the copies. Ballje stated she would help with the tally.

8. Schedule Chief performance review.

Fire Commissioners scheduled the Fire Chief Performance review for Thursday, May 19, 2011 at Egg Harbor Town Hall in Carlsville at 6:00 pm.

9. Approval of bills for month.

Fire Chief, Schopf gave report on the bills for the month of February. They are as attached.

Haen moved to approve the bills for the month of February as presented, Walser seconded. Motion carried unanimously.

10. Set time and agenda items for March meeting.

The next meeting time and date was set for Thursday, March 31, 2011 at 6:00 p.m. at the Paul J Bertschinger Community Center in Egg Harbor. There will not be an April meeting.

11. Adjourn

Sandretti moved to adjourn the meeting at 7:45 p.m., Walser seconded. Motion carried unanimously.

Reported by,
Kelly A. Popp
Deputy Clerk/Administrative Assistant