

Joint Fire Commission Meeting Minutes
Thursday, March 31, 2011 – 6:00 PM
Paul J Bertschinger Community Center-Egg Harbor

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

Absent: Clarence Scherer-excused

Also Present: Andy Staats

1. Call meeting to order.

Chair, Edwards called the meeting to order at 6:01 p.m.

2. Adopt agenda.

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

3. Open session – Ten minutes.

Walser gave a brief summary of the Joint Board Meeting. At that time, there was some discussion regarding the Joint Fire Department's budget.

Staats commented on Haen's term on the LOSA review board. He stated Haen's position would either need reappointment or the position would need to be filled. Official appointment could be made in May. It will be placed on the May 19th agenda.

Edwards inquired on the total expense of the air packs. Schopf stated he would cover the total air pack expense in his bill report.

4. Review and approve minutes of February 17, 2011 meeting.

Sandretti moved to approve the Joint Fire Commission minutes of February 17, 2011, Ballje seconded. Motion carried.

5. Fire Chief / First Responder report.

Schopf gave Fire Chief/First Responder report as presented and attached.

Total Fire Calls (5 total):

- 1st call-mutual aid call, false alarm.
- 2nd call-carbon monoxide call, no reading was detected.
- 3rd call-mutual aid call in Sevastopol for sturgeon bay.
- 4th call-Small House fire/water heater.
- 5th call-mutual aide, travel trailer house fire in Gibraltar.

There were 14 first responder calls in February.

Training: Schopf reported most firefighters have been caregiver CPR trained and certified.

6. SOP / SOG Committee report.

Edwards gave report on SOP/SOG Committee.

Edwards reported, Tuesday, March 22nd was last meeting. 8 SOG's were released that evening. SOG 005E-Evaluation: Fire Fighter, SOG821-Water Emergencies, 822-Fire Alarm Procedures, 822A-Alarm Notification, 823-Land Search and Rescue, 824-Sprinkler and Standpipe Operations, 104-Turnout Gear Issuance & Maintenance, 827-Snow Rescue. April 21st will be the next meeting. The goal is to finish the SOG/SOP's by the year end.

7. Review progress towards May 19th Chief performance review.

Joint Fire Commission reviewed and discussed the progress of the May 19th Fire Chief Performance review. Thirty nine Fire Chief Performance reviews were mailed and/or handed out. Of 39 reviews, 20 were returned and 19 are missing. Edwards stated the reviews will be reviewed in closed session on May 19th. The Commissioners asked for copies ahead of time to review the documents delivered for the Fire Chief Performance review. Edwards stated he will have all the data review information to the Commissioners for review ahead for the meeting.

8. Future Department budget preparation.

Joint Fire Commission reviewed and discussed the future budget preparation for the Fire Department. Schopf discussed a recent call from Bruce Hill regarding the Fire Department budget.

Schopf announced the Joint Town & Village Board meeting in April to review the budget. The newly amended and approved Joint Intergovernmental Agreement was discussed as well and the language in the Joint Agreement. Section 1.4 was reviewed.

Edwards asked Sandretti to work closely with Steve Schopf on the Fire Department Budget. Edwards stated the final budget proposal must still be approved by the Fire Commission. It was consensus by the Fire Commission that Sandretti be delegated to work closely with Steve Schopf on the budget and to report back monthly once the process starts.

9. Review Intergovernmental Agreement modifications.

Joint Fire Commissioners reviewed and discussed the Intergovernmental Agreement amendments as approved. Several of the modifications were discussed.

10. Approval of bills for month

Schopf reviewed the month of March bills with the Commissioners; it is as attached. Half of the \$6974.00 in turnout gear will be returned from the grant money.

Schopf stated the air packs estimate is \$59,816.00; \$60,000 was budgeted for the air packs.

Haen moved to approve the bills for March, 2011 in the amount of \$9,806.93, Ballje seconded. Motion carried.

Sandretti moved to approve and authorize the payment of expenditures for the air packs not to exceed \$60,000. Edwards seconded. Motion carried.

11. Set time and agenda items for May 19th meeting.

The meeting time and agenda items were set. The next meeting will be held on May 19th, 2011 at 6:00 p.m. at the Town Hall. There will be no April meeting.

12. Adjourn

Walser moved to adjourn the meeting at 7:26 p.m. Motion carried.

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