

Joint Fire Commission Meeting Minutes  
Thursday, May 19, 2011 – 6:00 PM  
Egg Harbor Town Hall – County I, Carlsville

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

Also Present: Andy Staats, Mark Bogenschutz, and Dale Wiegand

1. Call meeting to order.

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

2. Adopt agenda.

Sandretti moved to amend the agenda to include item 10a, Approval of the April 12<sup>th</sup>, 2011 closed session meeting minutes, Walser seconded. Motion carried.

Haen moved to adopt the agenda with the amended changes to include Agenda Item 10a, Walser seconded. Motion carried.

3. Open session – Ten minutes.

The April 27<sup>th</sup>, Joint Board meeting was discussed regarding the budget briefly. Edwards stated that this can be covered under Agenda Item 9.

Mark Bogenschutz handed a sealed envelope to the Commissioners to open and review during the closed session.

4. Review and approve minutes of March 31, 2011 meeting.

Haen moved to approve the Joint Fire Commission minutes of March 31, 2011, Ballje seconded. Motion carried.

5. Fire Chief / First Responder report.

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

- Grants: 2010 DNR grant, DNR was here and audit was passed. 2011 DNR grant is out and Schopf is planning on writing for one again. FEMA grant is done, but not closed out yet due to problems with the government computers.
- Equipment updates:
  - SCBA's have been purchased and are in service at this time. The Fire Department went through training on SCBA's.
  - Replacement for the LDH is currently being worked on; noted by Schopf was 600 feet had failed last test. It was also noted that the LDH is at least 20 years old.
  - The donation letter for defibrillators should be ready to go out in June.

6. SOP / SOG Committee report.

Edwards gave SOP/SOG committee report. He stated that 94 pages of SOP/SOG's have been completed and should be added to the books. Edwards reported that they will not be meeting until later in the year at this point. SOP 1210, page 3 of 6, letter O and SOP 1210, page 5 of 6, Departmental Authority to Discipline (A) were both brought up and discussed by Commissioners. Schopf will research SOP 1210, page 5 of 6, Departmental Authority to Discipline (A) and bring it back to the next fire commission meeting. A suggestion was made to research the state statutes.

It was consensus of the Joint Fire Commission that this addition is made at the end of the first sentence, in SOP-1210 (O), page 3 of 6, to include, "unless authorized by the Egg Harbor Joint Fire Commission or sponsored by the Egg Harbor Fire Department."

The request was made by Commissioners that this recommendation regarding SOP-1210 (O), page 3 of 6, be placed on the next Village Board in June.

7. Appointment of Commission representative to LOSA review board.

Clayton Haen volunteered to continue his appointment as Commission Representative to the LOSA Review Board.

8. Approval of bills for month.

Monthly bills are as attached.

Schopf mentioned the 18 SCBAs, 22 face pieces, 20 HUDs pre-approved at the prior Joint Fire Commission Meeting.

Scherer moved to approve the bills for the month totaling \$61,898.76, Walser seconded. Motion carried.

9. Budget Issues 2012.

The Joint Fire Commission discussed the budget issues regarding 2012.

The discussion included a better description of how the budget numbers have been analyzed. The Commission discussed a Village liaison attend the Joint Fire Commission meetings.

Schopf stated his concerns with developing the budget for 2012. Wiegand suggest a service business budget be reviewed for comparison since the Fire Department is a service business. Also suggested was adding a paragraph of explanation to the annual budget for better understanding. Wiegand stated he is on the County Board and typically they go higher on the budget numbers, returning unused portions to the general fund at year end; this allows for a buffer.

Schopf stated he will start the budget meetings in June; Edwards asked Sandretti to sit in on the meetings. Edwards asked Staats, Bogenschutz and Wiegand if they would like to individually comment during the closed session. All stated yes answers.

A five minute break was taken at 7:13 p.m.

10. CONVENE INTO CLOSED SESSION PER STATE STATUTES 19.85(1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governing body has jurisdiction or exercises responsibility. (Fire Chief performance evaluation.)

Edwards asked Schopf, Staats, Bogenschutz, Dale to be excused.

At 7:20 p.m., Scherer moved to go into closed session as announced by Chair Edwards, seconded by

Ballje.	By roll call vote:	Chair, Edwards <u>yes</u>	Sandretti <u>yes</u>	Walser <u>yes</u>
		Ballje <u>yes</u>	Haen <u>yes</u>	Scherer <u>yes</u>

11. Convene into open session to take formal action upon the preceding subject of the closed session, if appropriate.

Open session resumed at 9:15 p.m. as was moved by Edwards and seconded by Haen. Motion carried unanimously.

12. Set time and agenda items for June meeting.

The time, date and place for the June meeting was set for Thursday, June 16, 2011 at 6:00 p.m. at the Village of Egg Harbor Paul J Bertschinger Community Center in the large meeting room.

Agenda items for the June meeting will include the election of officers.

13. Adjourn

Scherer Moved to adjourn the meeting at 9:19 p.m., Edwards seconded. Motion carried.

Reported by,  
Kelly A Popp  
Deputy Clerk/Administrative Assistant