

Joint Fire Commission Meeting Minutes
Thursday, June 16, 2011 – 7:00 PM
Paul J Bertschinger Community Center –Egg Harbor

“Draft-Approval Pending”

Present: Chair-Bill Edwards, Ulla Walser, Clayton Haen, Carol Ballje, Dick Sandretti, Clarence Scherer, Steve Schopf-Fire Chief, Andy Staats-Assistant Fire Chief, Kelly Popp-Deputy Clerk

1. Call meeting to order

Chair, Bill Edwards called the meeting to order at 7:00 p.m.

2. Adopt agenda.

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

3. Open session – Ten minutes.

4. Review and approve minutes of May 19, 2011 meeting.

Correct the word “They” to “the” fire department under agenda item 5.

Scherer Moved to review and approve the minutes of the May 19th, 2011 meeting with the correction as amended, Walser seconded. Motion carried.

5. Review and approve open session minutes of June 8, 2011 hearing.

Scherer moved to approve the open session minutes of June 8th, 2011 special meeting minutes. Ballje seconded. Motion carried.

6. Action on Chief commendation letter.

Fire Chief Commendation letter was read by Sandretti and signed by the Commissioners.

Scherer moved to approve the Fire Chief Commendation letter, Haen seconded. Motion carried.

Schopf said a few words and thanked the Joint Fire Commission for the Commendation letter. A Fire Chief Commendation letter was kept for record.

7. Election of Fire Commission Officers.

Haen moved to nominate Edwards as Chairman of the Joint Fire Commission, Sandretti seconded. Motion carried.

Edwards nominated Walser as Vice Chair, Sandretti seconded. Motion carried.

Edwards moved to nominate Walser as secretary, Scherer seconded. Motion carried.

8. Fire Chief / First Responder report.

Fire Chief, Schopf gave Fire Chief, First Responder report as was attached. Schopf gave a quick review regarding the Roadhouse fire in Carlsville which will be in next month’s report. All Door County Fire Departments, except for Washington Island did report and assist on the scene.

Schopf spoke about a training session for an aerial class. Two Firefighters from Sister Bay and two firefighters from Egg Harbor sat in on the meeting, including Schopf and A. Staats. The aerial training was just prior to the Fire at which both Egg Harbor and Sister Bay aerial trucks were present. Schopf stated the scene was controlled and went well. Sandretti congratulated Schopf and Staats on a job well done.

Schopf stated he is working on the 2011 DNR grant now.

9. Budget Issues 2012.

2012 budget issues were discussed by the Joint Fire Commission.

Sandretti stated he and Fisher met yesterday and spent about an hour discussing things. A quick review of the meeting was given by Sandretti. Sandretti asked that Popp send an agenda packet to Nancy Fisher

for the next meeting. Sandretti stated that recommended submittals be a definition for each of the line items and to budget to the bottom line and not necessarily the line item. Fisher is looking for supporting data in regards to the budget. Schopf stated they did start working on the Budget at the last officers meeting and Edwards asked Sandretti to continue to sit in on the meetings.

10. Discuss slate of Department subordinate Officers.

Edwards began the discussion of the subordinate Fire Department Officers.

Edwards stated Schopf will be completing the officers' performance reviews. Joint Fire Commissioners briefly discussed the slate of the Department Subordinate Officers and their length of term. Edwards asked the Commissioners to give some thought to this being reopened on an annual basis. This agenda item will be put back on future agendas after the Subordinate Officers reviews.

Schopf mentioned that scenario questions are selected and asked during the interviews for officers.

Schopf commented he would be giving A. Staats his review and both will jointly be giving reviews to the other officers. Schopf announced the next officers meeting will be this Thursday at Carlsville station at 7:00 pm. They will be doing rope rescue training.

11. SOP / SOG Committee report. (SOP-1210 Discussion)

Edwards gave the SOP/SOG Committee Report. SOP 1210 was discussed briefly at this time.

12. Approval of bills for month.

Schopf went through the monthly bills with the Joint Fire Commissioners.

Scherer moved to approve the bills for the month in the amount of \$6,641.38 with the addition of another \$82.00 bill. Haen seconded. Motion carried.

13. Motion to adjourn to closed session pursuant to Wis. Stat. 19.85(1)(c) for consideration of discipline of a public employee

- Review and approve written findings regarding discipline hearing.

At 8:25 p.m., Sandretti moved to go into closed session to review and approve written findings regarding discipline hearing as announced by Edwards, seconded by Scherer. By roll call vote:

Edwards yes

Sandretti yes

Walser yes

Ballje yes

Haen yes

Scherer yes

14. Return to open session

Open session resumed at 8:39 p.m. as was moved by Edwards and seconded by Walser. Motion carried unanimously.

15. Set time and agenda items for July meeting.

The next meeting time was set for July 21st, 2011 at 7:00 p.m. at Egg Harbor Town Hall in Carlsville.

16. Adjourn

Haen Moved to adjourn the meeting at 8:41 p.m., Walser seconded. Motion carried.

Reported by,

Kelly A Popp

Deputy Clerk/Administrative Assistant