

Joint Fire Commission Meeting Minutes  
Thursday, September 15, 2011 – 6:00 PM  
Egg Harbor Town Hall – County I, Carlsville

Present: Chair-Bill Edwards, Clayton Haen, Carol Ballje, Dick Sandretti, Clarence Scherer,  
Fire Chief-Steve Schopf, Andy Staats, Deputy Clerk Treasurer-Kelly Popp  
Absent: Ulla Walser  
Also Present: Village Trustee-Paula Cashin

1. Call meeting to order.

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

2. Adopt agenda.

Scherer Moved to adopt the agenda as presented, Ballje seconded. Motion carried.

3. Open session – Ten minutes.

Andy Staats arrived at 6:01pm.

4. Review and approve minutes of August 18, 2011 meeting.

Haen Moved to approve the Joint Fire Commission minutes of August 18, 2011, Scherer seconded. Motion carried.

5. Fire Chief / First Responder report.

Schopf gave Fire Chief/First Responder report as attached.

- The work has begun on Fire Station #1 after the contract was signed. An asbestos inspection had to be done on the building before construction. The report came back on Friday the building was clear of asbestos. Most of the excavating work will be done this week. One Fire engine has been moved from Fire Station #1 to Fire Station #2 due to construction.
- 4 gas detector at station #1 did fail; it will cost \$200 to send in for repair. Additionally by estimates, it may be \$800-\$1000 to repair. Replacement of 4 gas detector would be approximately \$680.00. Schopf may replace rather than repair due to repair costs would be higher.
- The Egg Harbor Fire Department served food and had an auction at the Egg Harbor Campground for the End of the year party- \$2,829.00 total sales revenue, \$500.00 in expenses, approximately \$2,500.00 in profit.
- Schopf explained that the appointed Safety Officer at calls can be anyone present and appointed at the scene there.

6. Budget progress report 2012.

Sandretti gave report on the progress of 2012 Joint Fire Department Budget. Copies of the Egg Harbor Fire Department proposed budget were distributed to those present.

- Sandretti stated all of the numbers except two numbers are finalized. Line items 4 and 16 are not final yet. Line item 4, Fire Department Labor proposed number will be in before the October 11th meeting. Line item 26, Electric station #2 is based on a proposed rate change. The proposed budget will be finalized by October 4<sup>th</sup> for Joint Board Packets. Sandretti commented the Joint Board and Commissioners should have it in hand by October 6<sup>th</sup>; it may be earlier depending on Sandretti's schedule. Sandretti asked Schopf for the final numbers by October 2<sup>nd</sup>.
- The paid unemployment compensation process was discussed briefly.

- Edwards asked Sandretti to attach the contingency fund intent supporting documents. Sandretti stated he will have that and other line item supporting documents attached with the final proposed budget.
- Edwards inquired whether Sandretti would again be willing to assist with the EHFD budget next year. Sandretti stated he would be open to assisting with the budget again next year.
- Edwards commented that there was an approved Fire Commission emergency expenditure of \$5,000 authorized in lieu of the contingency as stated in the Joint Town and Village of Egg Harbor meeting minutes from October 14, 2010.

It was consensus of Joint Fire Commission to wait to approve the budget on October 11<sup>th</sup> with the final proposed numbers.

Sandretti thanked the Commission for all their support during the budget process.

7. Discuss slate of Department subordinate Officers.

Schopf stated the possible timeline for reviews may be in October.

8. SOP / SOG Committee report.

Edwards gave SOP/SOG committee report. Edwards stated he had nothing to report; there has not been a meeting. A possible December meeting may be held.

9. Approval of bills for month.

Schopf was asked how close the defibrillator cost amount for the EHFD was with donations. Schopf stated with the \$9,000 carried over from this year's fund and the request of \$9,000 in the proposed budget this year, plus the additional approximate \$28,000 in donations, hopefully they will be reasonably close to the \$60,000 needed.

Scherer moved to approve the bills in the amount of \$2,441.33 for the month of August, 2011, Ballje seconded. Motion carried.

10. Set time and agenda items for October meeting.

Next Joint Fire Commission meeting was set for October 11, 2011 at 7:00 p.m. for the final proposed Egg Harbor Fire Department 2012 budget. The meeting will be held at the Paul J Bertschinger Community Center. Edwards stated there will not be a November meeting. The meeting for December was scheduled for December 8, 2011 with the location being the Egg Harbor Town Hall at 6:00 p.m.

11. Adjourn

Haen Moved to adjourn the meeting at 7:20 p.m., Scherer seconded. Motion carried.

Reported by,  
Kelly A Popp  
Deputy Clerk-Treasurer/Administrative Assistant