

Joint Fire Commission Meeting Minutes  
Thursday, December 8, 2011 – 6:00 PM  
Paul J Bertschinger Community Center, Egg Harbor

Present: Chair-Bill Edwards, Clayton Haen, Carol Ballje, Dick Sandretti, Clarence Scherer, Ulla Walser,  
Fire Chief-Steve Schopf, Assistant Fire Chief-Andy Staats, Kelly Popp  
Also Present: Village Trustee-Bob Dickson

1. Call meeting to order.

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

2. Adopt agenda.

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

3. Open session – Ten minutes.

Edwards welcomed Bob Dickson to the meeting.

4. Review and approve minutes of October 11, 2011 meeting.

Fire Commissioners reviewed the minutes from October 11, 2011. Scherer Moved to approve the meeting minutes from October 11, 2011, Walser seconded. Motion carried.

5. Fire Chief / First Responder report.

Schopf gave Fire Chief/First Responder report for October and November as attached.

- Schopf gave the update on Fire Station #1. Van's is pretty much done on the interior. There is still some siding to be done on the exterior. Cleaning still has to be completed. Schopf commented he will be going to Fire Station #1 after the meeting and invited anyone interested to meet there. Edwards asked about a wish list for furniture, etc. from Schopf. He said he has been working on a list.
- Equipment update:
  - Schopf reported Truck 21 (aerial) had all four batteries fail in the truck which was an unexpected expense. They spent 5 hours replacing the batteries in the truck.
  - Schopf did end up having to buy a new Fire Department laptop computer; the computer did fail completely and it was replaced.
- The Fire Department will be going to a quarterly business meeting to allow for more training. They will be trying this schedule out this year.
- Schopf reported a little over \$31,000.00 has been raised for the defibrillators. They will wait to order until the new County Director is hired to make sure that they replace the defibrillators with defibrillators that will be used County-wide.

6. Discuss slate of Department subordinate Officers.

Edwards addressed Schopf and asked if there was anything for discussion. Schopf reported they are scheduled to review on the 21<sup>st</sup> of December at 5:30 p.m. The actual review forms have already been filled out. Reappointment was discussed. When the officers annual review comes up, they will be reviewed and reappointed by the Fire Commission. The term would be 12 months and then the officers would be reappointed. Schopf stated he will have everything together for the January meeting. Schopf commented that he will need to add that into the job description. There would be no limit on the number of terms served. This agenda item was postponed to be brought back on the next Joint Fire Commission meeting agenda.

7. Discuss State mandated grievance policy.

Edwards addressed Joint Fire Commissioners on the State mandated grievance policy. Schopf stated it is part of ACT 10. The Town of Egg Harbor took the template from the Towns Association to make up their grievance policy to meet the State requirements. The Hearing Officer cannot be any member of the Board or the Attorney of the Town or Village. Schopf recommended that the Fire Department follow the Town or Village Grievance and include it in SOP-1210. Fire Commissioners discussed the proposed Grievance process, including the Hearing Officer. Popp will convert the local government grievance process into a word doc and electronically send to Schopf. Schopf will work on it. Schopf will bring it back to the JFC, then to the Joint Board. Dickson suggested it be passed up to the Joint Board for review. Edwards noted the SOP-1210 will need modifications with the grievance policy.

8. SOP / SOG Committee report. SOP 1210 change.

Edwards reported on the SOP/SOG Committee and the SOP-1210 change as mentioned in Agenda item 7. Edwards stated that the SOP 1210 will need changes. He asked that he and Schopf set a meeting date for the Committee.

9. Approval of bills for month.

The computer bill was questioned. Schopf stated it is coming out of the capital account for equipment purchases, but has not yet been added to the bills.

Dickson moved to approve the November bills in the amount of \$581.16 and December bills to-date in the amount of \$1,086.86, Walser seconded. Motion carried.

10. Set time and agenda items for January meeting.

Joint Fire Commission set the next meeting for January 19<sup>th</sup>, 2012 at 6:00 p.m. at the Egg Harbor Town Hall in Carlsville.

11. Adjourn

Scherer moved to adjourn the meeting at 6:47 p.m., Haen seconded. Motion carried.

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