

JOINT FIRE COMMISSION MEETING MINUTES
Thursday, April 20, 2017 – 6:00 PM
Bertschinger Center – Hwy 42 Egg Harbor

1. Call meeting to order.

Edwards called the meeting to order at 6:00 p.m. Those in attendance are Bill Edwards, Ulla Walser, Rick Malkemus, William Miller, Deborah Wiegand, Chief Steve Schopf and Lynn Ohnesorge. Clarence Scherer was absent.

2. Adopt agenda.

Wiegand moved to adopt the agenda, second by Miller, motion carried.

3. Open session – Ten minutes.

4. Review and approve minutes of February 16, 2017 meeting.

Malkemus moved to approve the minutes from February 16, 2017 with corrections, second by Miller, motion carried.

5. Reappointment of LOSA committee member.

- Edwards reappointed Rick Malkemus to be a LOSA Committee member, which is good through April 2019.
- 2 members from the department were added to the LOSA Committee.

6. Fire Chief / First Responder report.

- 2 Fire calls in February
 - ✓ Brush fire & grass fire
- 2 Fire calls in March
 - ✓ A mutual aid to a structure fire in Baileys Harbor
 - ✓ A medical assist
- 11 First Responder calls in February
- 7 First Responder calls in March
- The Fire Association is sending out a new fund raising letter.
- Chief Schopf would like the Fire Association to purchase a rescue boat.
- All Monthly meetings were held.
- The Fire Department will be touring the Cheese Factory this coming week.
- Two department members and Chief Schopf went up to the school bus extrication training.
- There was an actual school bus in the training to practice cutting.
- There were 35 patients in the bus to get extricated.
- The bus needed to be stabilized before anything else could be done. The Egg Harbor Fire Department has gold struts which are the only ones strong enough to support a bus.
- There were 30 emergency people at the training to extricate, but that wasn't enough. Mutual aid needs to come right away.

- Chief Schopf stated that 40 emergency people would be ideal for this type of emergency.
- There were 50lb potting soil bags used for the injured patients.
- Needed velcro straps to hold patients on the rescue boards.
- Chief Schopf would like to plan another bus rescue.
- It is a very time consuming rescue that took about 4 to 5 hours to extricate everyone.
- Any first responders that are not wearing structural gear are not allowed in the bus for safety reasons.
- The first rescue people in the bus need to be EMR trained. In Egg Harbor the paramedics will be the first 2 with such training.
- Triage areas were put up and monitored and had to keep people back from the scene, and deal with the media.
- If there would be leaking fuel in such an accident the emergency crew would need to be careful in cutting the bus, not create sparks by using an air chisel.
- Emergency crew need to watch out for old gas engines in buses not diesel.
- Chief Schopf would like to practice on a coach tour bus since we have lots of those in the area.
- It is safer for kids to ride the bus than for you to drive them in your car.
- Would seat belts on buses help? It would be hard to keep track of making sure the kids used them.
- A special chiefs meeting was held to discuss the burn on Chambers Island on May 20.
- It will take 3 burns to completely burn the building. Everything has to be barged off the island at \$10,000 per trip. The only place the barge can dock is in Sturgeon Bay.
- Asbestosis tiles need to be removed first.
- The fire trucks will need to be barged over to the island.
- Chief Schopf doesn't think the Egg Harbor Fire Department will send any fire trucks over to the island.
- Chief Schopf has a burn scheduled at Birch Creek in October or November of an old dorm building that has 12 rooms in it.

7. Department medical exams.

- This is a dead subject.

8. SOP/SOG review schedule and distribution method.

- Ten SOP/SOG's are being reworked by Chief Schopf. Some because of equipment changes
- Chief Schopf is not sure what to do with 1204 LOSA SOP. He is researching it. The SOP is too broad on leave of absence. For medical leave of absence the Chief is the only one that can read it and state a decision. No one can publicly give out medical information because of the hipa law. The State regulations on leave of absence are vaguer. Pen Flex isn't any better.
- Chief Schopf stated that the revised and new SOP/SOG's will need to be ready by June or July to go into the new book.
- The next meeting on reviewing the SOP/SOG's is April 24th.
- Chief Schopf stated he would like to get away from printing SOP/SOG books and publish them online instead.

- The Egg Harbor Fire Department has a domain but no website.
- Need to research how to create a website.
- If the SOP/SOG's are on a website the Chief won't have to hand out update pages when there are changes.
- Only a few staff bring their SOP/SOG books to meetings.
- Chief Schopf renamed a few SOP/SOG's that were hard to find.
- Will have dates of when the SOP/SOG's were looked at and when they were revised.
- They are in word format.

9. Replacement truck specifications progress.

- Chief Schopf will finalize the specs on April 24th.
- In mid May the specs will go out to bidders.
- Chief Chris Hecht has looked over the specs.
- The first part of June will be the pre bid meeting.
- The bids will be due back 2 weeks after the meeting.
- There will be 1 envelope for the specs and drawings and a separate envelope for the pricing
- The Joint Board will award the bidder
- The delivery of the new fire truck should be around April or May of 2018.

11. Staff data base.

- Scherer wrote a letter asking if a list of all firefighters and first responders with their ages, rank, training, health status could be created for the public to see.
- Scherer also asked in his letter if a copy of the bills be listed with the minutes for the public to see?
- Commission asked why would anyone need this information?
- Chief Schopf doesn't feel comfortable giving out personal information on employees because of the hipa law.
- This information is only available to the Admintrator. This information is Confidential and should stay that way.
- Chief Schopf stated he could create a list of employee names, rank, training if needed.

Miller move to have access to department personal information remain as is, second by Wiegand, motion carried.

12. Approval of bills for month.

- Changed oil & filters in all but 2 trucks.
- Didn't have enough cut off wheels and mixed gas for the bus training.
- Some Pagers were reprogrammed.
- There was a CPR refresher.

Miller moved to approve the bills for the month, second by Walser, motion carried.

13. Documentation of approved bills with minutes.

- Anyone can have a copy of the bills if they ask for an open records request for a charge.
- The Commission discussed having a copy of invoices with the minutes and decided against it.

14. Set time, location and agenda items for next meeting.

The next meeting is on May 18, 2017 at 6pm in Carlsville.

15. Adjourn

Wiegand moved to adjourn, second by Walser, motion carried.

*Respectfully Submitted by,
Lynn Ohnesorge
Village of Egg Harbor
Clerk-Treasurer*