

## JOINT FIRE COMMISSION MEETING MINUTES

Thursday, July 18, 2013 – 7:00 PM

Egg Harbor Town Hall – County I, Carlsville

4596 Harbor School Road, Egg Harbor WI

1. Call meeting to order.

Chair Edwards called the meeting to order at 7:00 p.m. Those in attendance were: Bill Edwards, Ulla Walser, Clarence Scherer, Paula Cashin, Dick Sandretti, Rick Malkemus, Chief Schopf, and Michelle Anderson. Also present were Andy Staats and Justin MacDonald.

2. Adopt agenda.

Motion made by Scherer to adopt the agenda as presented, second by Walser, motion carried.

3. Open session – Ten minutes.

LOSA – Andy Staats stated there are 41 members on the roster and only 12 did not generate enough points yet in the year which is better than the last several years.

4. Review and approve minutes of May 15, 2013 meeting.

Motion by Sandretti to approve the minutes of May 15, 2013 as amended, second by Walser, motion carried.

5. Fire Chief / First Responder report.

- 8 Fire calls in May and 5 in June.
- 9 First responder calls in May and 12 in June.
- First responder agreement is still in negotiations.
- Mutual aid agreement has been signed.
- Chief Schopf has finished writing the grant for 2013-2014 and it has been submitted. He is also working on a FEMA grant for CO-pulse oximeter. The stabilization struts have been received.
- There is a new first responder. The membership voted to start an Egg Harbor Fire Fighter Assoc. that will be a 501.c3. Training was done with the new struts. Assembled a swing at Station #1. The monthly fire and first responder meetings were both held.
- Held the regular officer meeting. The next one is July 29<sup>th</sup> at station #1 at 7pm. Chief Schopf attended the fire district meeting, met twice with the sheriff's department regarding the July 4<sup>th</sup> festivities, and attended the crew and fire chief's meetings.

6. Approval of Department Officer roster.

Sandretti moved to table the approval of the department officer roster, second by Haen, motion carried.

7. Update on Northern Door Fire District proposal.

Sub-committee has not met.

8. Review suggested criteria for evaluating Fire Chief Performance.  
Sandretti and Walser presented the form for evaluating the Fire Chief performance. This now needs to be put into an SOG. Edwards name will be removed from the cover letter. Motion by Sandretti to accept this document as a working format for Steve to adjust into an SOG, second by Walser, motion carried.

9. Preliminary 2014 budget discussion.  
Chief Schopf presented budget changes that need to be considered for 2014. Under labor (fire calls and maintenance labor) to adjust wages to \$21.50 it would need to be bumped up by \$7500. Steve will bring a budget spreadsheet to the August meeting. Training wages would jump up to \$32,250 which is a \$17,250 increase in the budget. Chief Schopf discussed possible capital purchases for 2014. The department may need to send out equipment for future repairs due to lack of in-house staff. Updated firehouse software to the cloud would cost \$1,899. Snowplowing at station #1 – under station maintenance should have at least \$800. First responders and fire fighters are offered immunizations but if we go through the health department it shouldn't be a big cost.

10. Discuss possible changeover to Web Cloud or Server based FIREHOUSE Software®.  
The Commission discussed the benefits of the future switch over to the Cloud based Firehouse software that will be included in the 2014 budget.

11. Approval of bills for month.  
Motion made by Scherer, second by Walser to approve the bills as presented, motion carried.

12. Set time, location and agenda items for August meeting.  
Fire station #1 August 15, 2013 at 6:30 p.m.

13. Adjourn  
Motion made to adjourn at 8:20 pm by Haen, second by Walser, motion carried.

*Respectfully submitted by Michelle Anderson, Deputy Administrator,  
DC/DT*