

# **JOINT FIRE COMMISSION MEETING MINUTES**

**Thursday, July 20, 2017 – 6:00 PM**

**Egg Harbor Fire Station No. 1**

**4596 Harbor School Road**

## **1. Call meeting to order.**

Edwards called meeting to order at 6:00 p.m. those in attendance are Bill Edwards, Clarence Scherer, Ulla Walser, William Miller, Chief Steve Schopf, John Heller and Lynn Ohnesorge. Also in attendance are Dan Kiehnau and Andy Staats. Those not in attendance are Deborah Wiegand and Rick Malkemus.

## **2. Adopt agenda.**

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

## **3. Open session – Ten minutes.**

- Scherer and Edwards were reappointed by the Town Board to be members on Joint Fire Commission on June 19, 2017. Edwards was appointed to a three year term and Scherer was appointed a two year term.
- Heller stated he has been approached by marina people for the sale of the Boston whaler. Asking if we have a rescue program and that we should have some type of rescue service.
- Chief Schopf stated that currently we don't have a rescue boat.
- Chief Schopf was going to add this item on the agenda at the next officers meeting to see what the interest would be.
- Chief Schopf stated if they received rescue calls they would be only able to help from shore.
- Chief Schopf stated they would need to have a spot to keep the boat in the water to make it affective.
- Chief Schopf stated that the Boston whaler isn't an ideal rescue boat though it could be used.
- Chief Schopf also stated that there is also a lot of equipment needed.
- They have used the boat in the past and it doesn't have radar. Usually when they get called it is bad weather, like fog and storms, so you need the radar.
- An officers meeting is on Monday at 7p.m.
- Chief Schopf stated that if you get into doing this you need to train people and have all the equipment to do it right.
- Jacksonport's boat has wheels and they paid around \$150,000 for it.
- They would need a space to store the boat in the winter months.
- Chief Schopf said that J.J recommending getting an outboard because they basically winterize themselves.
- Scherer asked if the Boston whaler is currently in the shed at Public Works. Yes it is.
- Jacksonport uses their boat a lot. They don't need a boat landing to launch it. They can drive into the water.
- Edwards stated that Wiegand called him to let him know she was having car trouble and wouldn't be able to make the meeting.

#### **4. Review and approve minutes of June 15, 2017 meeting.**

Miller approved the minutes from June 15, 2017 with corrections, second by Scherer, motion carried.

#### **5. Fire Chiefs / First Responders report**

- There were five fire calls in June
  - ✓ A false alarm for carbon monoxide on Brooks Lane.
  - ✓ A motor vehicle accident on Bayshore Dr.
  - ✓ A false alarm on Highway 42
  - ✓ A false alarm with a smoke detector at the Orchards.
  - ✓ A motor vehicle accident on Highway 42
- 13 First Responders calls in June
- The donations are still coming in to the Fire Association.
- The Fire Association has two committees looking into major and smaller purchases. A Jaws unit, thermal imaging units, rescue boat are some items they are thinking of.
- Chief Schopf did the grant from WPS for \$2,000 towards a jaws unit and the DNR grant for \$1,000 for wildland firefighting boots.
- They have received the new struts.
- They had a siren failure on engine #12. Chief Schopf ordered a new siren from Amazon.
- All the meetings were held for this month.
- Chief Schopf stated that it was reported to the Fire Chiefs at a Door County Fire Chiefs Association meeting that the County Administrator threatened to take the paramedics and communications away from the municipalities, which would require all municipalities to have their own paramedics.
  
- Andy Staats gave a report on LOSA.
- There were 35 fire calls with 5 additional MABAS calls.
- Egg Harbor had 62 EMR calls
- Carlsville had 23 EMR calls
- There are 42 department members. Two are not eligible because they can't be in 2 programs.
- 19 members qualify.
- 7 members qualify with both the Fire Department and EMR.
- At this time 21 members do not qualify, of the 21, 12 produced activity and 9 had no activity.
- Chief Schopf stated they will no longer accept one sentence leave of absence excuses. They will need an explanation why they need the leave of absence. They will try this for a while and see how it goes.
- At the end of year the numbers usually go up a little bit.
- The final LOSA meeting is October 18, 2017. The year ends at the end of September.
- At the next meeting Chief Schopf will announce that they will have to explain with dates a leave of absence.
- In the May 22, 2017 minutes of the SOG meeting. SOG 1204 was discussed about having all the members have a 1 year contribution so they see they have money in their account. Hang on to this thought for the future. This would require a SOP rewrite.

#### **6. Replacement truck progress**

- 2 of the 4 companies returned bids and pricing.
- The pricing envelopes are with the Town Clerk

- The 2 companies are from Custom Fab and Marion.
- The Marion sales man took an exception to the length of the truck. They are still in the running.
- They both took exceptions.
- Custom Fab did a lot of work to design the truck with them.
- Marion is an old company and a good trusted builder.
- Both are close-by to visit.
- One company sent an E-mail and declined.
- One company sent a letter stating they couldn't do a fair bid and spec. because of an internal issue.
- The Joint Village and Town meeting is on August 9<sup>th</sup>, 2017 in Carlville at 6p.m. for the bid opening.
- If everything gets approved on the 9<sup>th</sup> then they can sign the contract.
- The cab and chassis need to be paid on delivery to vendor. Chief Schopf is not sure if it will be the end of year.
- It will roughly be a May or June delivery.
- Chief Schopf said it was good they took extra time as there were no mistakes in the specs.

#### **7. Approval of new or modified Standard Operating Guidelines.**

- Edwards forwarded the new or modified SOG's that Chief Schopf had created to the Commission members.
- The SOG's deal with life and death.
- If you don't have the training you may not know what is strived for in the SOG's.
- The SOG dealing with the operation of the window cutter is seven pages. Edwards asked if anything could be taken out to shorten it? Chief Schopf stated he didn't include everything and can't be shortened.
- If you don't follow those procedures and end up in court you could be held liable.
- Edwards asked who is going to do the clerical work on the SOG's? Chief Schopf stated he hoped that Edwards would do that. Edwards stated that he will.
- Chief Schopf will change the indexes. The glossarys need to be updated but Chief Schopf will wait until the end of summer to do that. Edwards asked when would the switch take place and Chief Schopf, said it would be a winter project. He is looking into a webpage. Chief Schopf will research cost.
- Edwards asked what format would the SOG's be in on the website? Chief Schopf stated he has seen other websites with word documents and Pdf's.
- Chief Schopf stated it doesn't matter which format they are in, since they can't be changed on the web page.
- The SOG's are all stored as a word document.
- Chief Schopf would be comfortable doing it as word documents.
- Miller asked if Chief Schopf as looked into doing a portal? There is almost no cost in this. You can store anything. There is a password needed to enter the portal.
- Chief Schopf stated that the Department has been talking about getting a web page for a while.
- Chief Schopf will get the cost for doing a webpage.
- Miller will bring portal information to the September meeting.
- Chief Schopf stated that all call info is stored in the cloud.
- The cloud is nice since anyone can go on with a password.
- Chief Schopf has a lot of documents on just his desktop computer.
- Use todays date on the new and changed SOG's.

Scherer moved to approve the new and the changed SOG's presented, second by Miller, motion carried.

SOG 201 Personnel Accountability System

SOG 304 Four Gas Detector Operation and Maintenance

SOG 311 Air Bags

SOG 313 Hydraulic-Powered Rescue Tool

SOG 322 Rescue Strut Support Systems Operation and Maintenance

SOG 324 Fire Hose Replacement Schedule

SOG 325 Cascade System Filling Procedures

SOG 326 Windshield Cutter Operation and Maintenance (Rhyno Tool)

SOG 406 Secondary Braking Devices

SOG 501 Apparatus Response

SOG 503 Mutual Aid/Mabas

SOG 810 Vertical Ventilation Directions for Structure Fires

#### **8. Preliminary 2018 department budget discussion.**

- Chief Schopf has started building the 2018 budget.
- A new item will be reprogramming the radios. Quote was \$50 per radio. Chief Schopf will look into this number more. Grants have always paid for this item in the past.
- At next Monday's officers meeting everyone will be working on the budget.
- Edwards asked to have copies of the budget worksheet at the next Joint Fire Commission meeting.
- Chief Schopf stated everything should be able to get done except labor. He like to look at 3 pay periods before doing the budget.

#### **9. Approval of bills for month.**

Ulla moved to approve the bills of the month, second by Miller, motion carried.

#### **10. Set time, location and agenda items for next meeting.**

The next meeting is August 16, 2017 in Carlsville at 7 p.m.

#### **11. Adjourn**

Scherer moved to adjourn, second by Edwards, motion carried.

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

P.S. I received a call from the County Administrator, Kenneth Pabich on August 2, 2017 that he wanted it on the record that he never stated that he was going to take the paramedics away from any municipality like our minutes reflect.

