

JOINT FIRE COMMISSION MEETING MINUTES

July 15, 2021 - 6:00 PM

Egg Harbor Town Hall

5242 Highway County I, Carlsville

Mack Bonk, Commissioner
Jim Petersen, Commissioner
Pat Gilday, Commissioner

Clarence Scherer, Vice President
Bill Edwards, Commissioner
Jeremy Schopf, Commissioner

1. Call the meeting to order.

Scherer called the meeting to order at 6:00 p.m.

Commissioners Present: Clarence Scherer, Mack Bonk, Bill Edwards, Pat Gilday, Jeremy Schopf and Jim Petersen

Commissioners Absent: None

Staff present: Chief Andy Staats and Lynn Ohnesorge

Village and Town Representatives Present: Steve Schopf

2. Adopt the agenda

Petersen moved to adopt the agenda, second by Edwards, motion carried.

3. Welcome and introduce the new Commissioners

- Scherer welcomed the new Commission members. Jim Petersen has served on the Fire Department in the past. Pat Gilday was an ER nurse in Chicago for 33 years.
- Scherer suggested a few things the new Commissioners might want to do. Attend the training and officer meetings. Let Chief Staats know if you would like to get on the E-mail list for these meetings.
- Scherer asked all the Commissioners to introduce themselves.
- Clarence Scherer is the Vice President of the Joint Fire Commission. He has been a Commissioner for about 15 years.
- Jim Petersen has lived in the Village of Egg Harbor since 1977. Born on a dairy farm in Sturgeon Bay. A graduate of Sevastopol High School and University Wisconsin Milwaukee. He spent 32 years with the Door County Advocate. He was a manager of the Fish Creek Condo's for 15 years. He retired 3 years ago. He was on the Egg Harbor Fire Department years ago.
- Pat Gilday has lived in the Village of Egg Harbor since 1999. Her first trip to Door County was as a Flight Nurse in 1984 to pick up a patient that was being transferred to a hospital in Chicago. She flew over Door County and loved to so much she later moved here. Her husband passed away 10 years ago. She is happy to be part of the Joint Fire Commission.
- Mack Bonk has lived in the Village of Egg Harbor since 2004. He is still working and travels to Illinois every couple of weeks for work. He has been on several Village of Egg Harbor Committees. He hopes to contribute and do the right thing.
- J.J. Schopf has lived in the Carlville area all his life except when he went away to college. He has a wife and two children. He works as an equipment mechanic for the Door County Highway Department. He was a member of the Egg Harbor Fire Department for 25 years. He has been around the Fire Department his entire life. He has moved on to try and serve the department in a different way.
- Bill Edwards has chaired the Joint Fire Commission for around a decade. Welcome to everyone that is new to the Commission.

4. Review and approve minutes from April 15, 2021

Petersen moved to approve the minutes from April 15, 2021 as presented, second by Gilday, motion carried.

5. Open session - Ten minutes

- Breanne Kiehnau from the Town of Egg Harbor wanted to welcome the new commission members she thanks them for their service. She is looking forward to seeing where this leads.
- **Edwards:** He would like to inform the new commissioners about walking quorum.
- **Ohnesorge:** She gave the new commissioners information on walking quorums in their new member packets.

6. Review the bills for the past month

- **Bonk:** Was the reason for replacing the MSA bottles because they expired.
- **Chief Staats:** Yes. They usually replace up to 5 MSA bottles per year.
- **Petersen:** Have the MSA bottles currently in service been hydro tested recently?
- **Chief Staats:** The annual testing is scheduled for two weeks from Monday.
- **Petersen:** What does the arial ladder testing involve?
- **Chief Staats:** The arial ladder goes through a series of tests for stress. All the ground ladders go through tests too. The testers make sure the ladders take the load they are specified to withstand. He will get the letter of certification. All the ladders passed. They needed a couple of heat sensor labels replaced.
- **Scherer:** Have all the fire inspections been completed for the year?
- **Chief Staats:** Just the first half of the fire inspections have been completed. They are currently working on doing the follow up on the businesses.

7. Review and approve SOP's

- **Chief Staats:** The items that are in yellow strike out are removed and the red items are an addition or change. On the titles they removed "and First Responders", since the First Responders are EMR's and they fall under the Fire Department.
- **Bonk:** SOP, Standard Operating Policy and SOG, Standard Operating Guideline.
- **Chief Staats:** SOG's are guidelines to follow that gives them some deviation depending on the situation. SOP's are policies that need to happen.
- **Gilday:** How often are the SOP's and SOG's reviewed.
- **Chief Staats:** It has been a few years. When they go through training, they will touch on the SOG or SOP related to the training.
- **Gilday:** There isn't a set schedule.
- **Chief Staats:** No.
- **Scherer:** We are currently going through all the SOP's and SOG's now.
- **Gilday:** Who is on the SOP & SOG Committee?
- **Chief Staats:** himself, Clarence Scherer, Bill Edwards, 2 officers, 1 EMR and 1 firefighter on the SOP & SOG Committee.
- **Scherer:** The Joint Fire Commission gives a recommendation of approval to the Joint Village & Town Board. The Joint Village & Town Board are the only ones that can approve the SOP's.
- **Chief Staats:** SOG's are approved by the Joint Fire Commission.
- **Bonk:** Why did the minimum education get removed on SOG 002?
- **Chief Staats:** They have a member that doesn't have a high school diploma. A high school diploma is not required by NWTC to take the fire fighter classes.
- **Scherer:** SOG 505 is a new SOG.
- **Steve Schopf:** SOP 1204 has a new letter on page 28 of the packet.
- **Peterson:** Regarding SOP 1204 do the quarters refer to a calendar year?
- **Chief Staats:** No. The LOSA year is October 1 – September 30.
- **Petersen:** Over the years are you satisfied with the number of Fire Fighters & EMR's that have maintained their LOSA requirements.

- **Chief Staats:** It is always hard. He would like some to give a little more. There are lot that give over the top. It is hard to get everyone on board as a volunteer standpoint. It is hard to get 100% compliance. There a lot of things going on in everyone's lives.
- **Steve Schopf:** The total numbers seem to stay the same. The core group stays the same and the people that are close to the minimum required, drop in and out.
- **Gilday:** Does the fire fighters status change if they do not attend?
- **Chief Staats:** If the fire fighter is responding to calls their status remains active.
- **Scherer:** Describe what LOSA is.
- **Chief Staats:** LOSA is a Length of Service Program. It is not meant to be a retirement program. It is meant to be an incentive to keep members in the fire department and active. On page 25 in your packet is the form that is filled out for the fire department member for LOSA. If the fire department member meets the requirements for LOSA then the fire department and the State put money in the fund.
- **Scherer:** On page 21 and 22 of the packet it describes the points system for LOSA.

Petersen move to recommend the Joint Village and Town Board approve SOP 1204, second by Scherer, motion carried.

- **Petersen:** Where does the LOSA paperwork on each member get stored? Is it under lock and key?
- **Chief Staats:** The LOSA paperwork is stored in a locked filing cabinet in Station House 2. The Fire Chief and the President of the Joint Fire Commission are the only ones with keys to it. Every fire department member used to be issued a paper copy of any updated SOP's or SOG's. They have gotten away from paper copies since all the SOP's and SOG's are on the fire department's website. The fire department member signs a form stating they know where to find the SOP's and SOG's. The hardcopy of the acknowledgement goes into the employees' file.

Bonk moved to approve SOG 001, 002, 003, 004 and 505 as presented, second by Gilday, motion carried.

8. Fire Chief's report to include

- There were 4 fire calls in April, 3 fire calls in May and 15 fire calls in June.
- **Petersen:** What is the response time for the fire calls? It would be nice to have this listed on the incident list. From his standpoint it would be a nice tracker to be better informed.
- **Chief Staats:** He will find a report to show the response times on fire calls.
- **Petersen:** Is the fire departments software up to date?
- **Chief Staats:** Yes. They renew the software yearly.
- **Scherer:** Does the County generate the arrival times on scenes?
- **Chief Staats:** Yes. The arrival times on scenes is recorded through County dispatch. The fire department must record all the time of all the units for each incident.
- **Petersen:** He is not being critical but trying to be better informed and have all the facts, so it is easier to review.
- **Petersen:** Do you group the fire and EMR calls together or separate?
- **Chief Staats:** The calls are recorded as an incident, but the EMR is not part of this list. One list is for fire calls and a separate list is for EMR calls.
- **Gilday:** Is the Commission presented with both lists?

- **Chief Staats:** When he took over as Chief, he printed EMR incident report. He was directed not to print an EMR incident report because it has personal information on it, and you could figure out who had what medical condition. The Fire Commission directed the Chief not to report the EMR incident report.
- **Petersen:** They aren't looking for personal information.
- **Ohnesorge:** Do you have a basic EMR report that doesn't give the personal information?
- **Chief Staats:** He will investigate getting a basic EMR report.
- **Bonk:** What is the lead time on ordering and receiving the turn out gear.
- **Chief Staats:** They ordered the turn out gear today with delivery expected mid-January for the coat and pants. The boots, gloves and helmets have a shorter turnaround time. They expect to order this in November with direction not to take delivery until January.
- **Petersen:** Did your Commission or Committee look at the different types of helmets available, including the new European design that comes way down on the side?
- **Chief Staats:** He did look at the European design helmets. Not many vendors in Northeast Wisconsin carries these.
- **Petersen:** Are the suppliers Janesville or Lion?
- **Chief Staats:** The company the Committee decided on for turn out gear is Innotex.
- **Petersen:** What outside color and stripping was decided on for the turn out gear?
- **Chief Staats:** The Committee decided on two colors of khaki and black and the reflective strip to be yellow.
- **Chief Staats:** They repaired a lot of little electrical issues on Engine #6. This truck is hard wired. These repairs were done in Sturgeon Bay.
- **Chief Staats:** The generator for trailer #22 which the brush unit and command center was repaired. This was taken to Green Bay for repairs.
- **Chief Staats:** Ladder testing was completed. Everything passed with a few heat sense stickers replaced.
- **Chief Staats:** Monthly meetings were held. As time permits, they have been trying to hold a third meeting to allow more of the membership to attend two meetings per month.
- **Chief Staats:** The fire department had an apparatus standing by at the 4th of July fireworks.
- **Petersen:** Does the turn out gear include the fire fighters name?
- **Chief Staats:** yes.
- **Petersen:** His cousin works for the Beloit fire department, and they ordered the new European helmets, which protect the fire fighter if they get hit below the ear. A lot of time the European designs are ahead of what is being done here.
- **Chief Staats:** They submitted the DNR grant. He has an officer looking into another grant from Firehouse Subs. It is a chain of restaurants that donates to fire departments.
- **Gilday:** Who writes your grants?
- **Chief Staats:** He asked Dale Wiegand to handle the grants.
- **J.J. Schopf:** Is the DNR grant the same one that the department has participated in for several years and is a matching grant?
- **Chief Staats:** Yes.
- **J.J. Schopf:** What are you looking to gain with the DNR grant this year?
- **Chief Staats:** The DNR grant is being written to replace the wildland gear. It is a 75%/25% grant. This would be for the wildland jacket, pants, and helmets.
- **Petersen:** What happens to the older turn out gear that is being replaced?
- **Chief Staats:** The old turn out gear gets donated to third world countries.
- **Petersen:** For many years the Lions Club collected items from the hospital and donated to Mexico.

- **Petersen:** Do you have an equipment replacement schedule for 5, 10, 15, 20 years out?
- **Scherer:** We will be talking about this at the August Joint Fire Commission meeting.
- **Chief Staats:** There is an equipment replacement schedule started, but it is outdated. He is working on updating this schedule. There has been a discussion at the officer meetings weather to refurbish or purchase new. He will present this update schedule at the September meeting.

LOSA report

- For the LOSA 3rd quarter report there were 47 Egg Harbor fire calls and 5 MABAS calls. MABAS is a mutual alarm that is set up through the County.
- The EMR calls are based on a line around Plum Bottom area. EMR calls North of this line are listed under Egg Harbor. EMR calls South of this line are listed under Carlsville. Their call volume is always higher in the North part of the Jurisdiction. The call volume on the LOSA report is based off percentage.
- There are 13 qualifying LOSA members.
- There are 6 members that qualified for LOSA on fire and EMR.
- There are 9 non qualifying members.
- He is reviewing the points on one of the non-qualifying members.
- One member with no activity.
- He is going through the roster and contact members with no activity.

Current roster report

- There are 26 members in LOSA.
- 23 of the LOSA members are eligible.
- 3 of the LOSA members are not eligible.
- You must have a minimum of six months on the fire department to become eligible for LOSA.
- There are 12 EMR LOSA members and 22 firefighter LOSA members. Some of the EMR's are also firefighters.
- **Petersen:** How is the recruiting for new members going?
- **Chief Staats:** It is tough. They have brought on a few new members and brought back a few old members. He has someone that has interest and is doing all the paperwork.
- **Petersen:** He is concerned since anything that happens in Egg Harbor will come out of this department. Maybe we should look at recruiting in a different way. Get it on the internet and as many places as possible. It is for the betterment of the department. We are all stake holders in this department. He would love to see the membership number bolstered by another 10 or 15 people.
- **Scherer:** They are having the same problem through out the whole country. The volunteer fire departments are having a hard time because of the active lives of the young people.
- **Petersen:** What about doing a junior fire fighter program for high schoolers interested. They wouldn't be active members. You would be preparing them to an active membership once older.

9. EMR Chief's report

- There were 13 EMR calls in April, 12 EMR calls in May and 30 EMR calls in June.
- They are continuing to replace expired equipment as needed.

- There held an EMR meeting in May. The County purchased all new power cots for all the ambulances, and they did a training on the new power load cots. It should relief some potential back injuries.
- The June meeting was cancelled.
- They held an EMR meeting in July with burn training.
- **Gilday:** Who does the EMR training?
- **Chief Staats:** Ashley, the EMR Crew Chief does the EMR training. Ashley is a paramedic for the County.
- There will be an EMR class held in Sturgeon Bay starting in August. They are working on getting a few more people signed up. There is 1 person signed up with 2 more people interested.
- There were multiple people signed up for the spring class, but it was cancelled due to not meeting minimum number of people required to hold the class by NWTC.
- **Gilday:** Did the people that had signed up for the spring class sign up for this class starting in August?
- **Chief Staats:** They don't know if they have time to take the class.
- **J.J. Schopf:** NWTC and their minimum number of people required to have a class has been an ongoing problem for many years. The fire department has offered to cover the difference in cost if they don't have the number of people required and NWTC won't do this. It is frustrating when you have a few individuals interested in joining the department but lose this person because of the NWTC not willing to hold the class unless the minimum number of people has been met. Taking a training class over the winter and spring months is easier for most people than summer into fall.
- **Bonk:** Does NWTC bring in a special instructor for this class?
- **Chief Staats:** Yes, they have instructors from Green Bay.
- **Bonk:** Does the training class have to be taken through NWTC?
- **Chief Staats:** *The EMS training does need to be taken through NWTC. There was some discussion with the Door County Fire Chiefs about finding an alternative training.*
- **Steve Schopf:** He believes they could hire their own instructors and put on their own class. NWTC wouldn't recognize the training, but if you took the test and passed you could get a certificate.
- **Bonk:** So, the accreditation is the issue.
- **Steve Schopf:** Some of the State laws state the training must be through the technical school system.
- **J.J. Schopf:** Is there something in the laws that prohibits contracting with Fox Valley technical schools.
- **Steve Schopf:** You could but one school doesn't want to step on another school.
- **Gilday:** Have we tried this recently? People change.
- **Steve Schopf:** They had tried up until he retired last year.
- **Chief Staats:** They drop the class without any notification. If they had some notice, they may have been able to get more people signed up in the County.
- **Gilday:** Are the training classes through NWTC offered quarterly.
- **Chief Staats:** It isn't on a schedule. Generally, the classes are offered winter through spring.
- **Steve Schopf:** Usually a fire department must make a request for a class to NWTC. It has been a battle for as long as he can remember.
- **J.J. Schopf:** He feels the system is broken.
- **Petersen:** Does NWTC charge the fire department for the training classes?
- **Steve Schopf:** Yes, for some of the classes. Some of the classes are paid for by the State. The entry level fire fighter classes are paid for by the State.
- **Petersen:** It might be something to toot our horn about the fact the classes are paid for when recruiting new people.

- **Steve Schopf:** We pay the people to take the fire fighter training classes.
- **Gilday:** How many hours are the classes?
- **Chief Staats:** 30 to 60 hours, depending on the class.
- Anna Carlson-Krauel is joining the department and going through the EMR training. She has a training permit and has been responding to calls under supervision from EMR Crew Chief Ashley Staats.
- **Gilday:** What is a training permit?
- **Chief Staats:** She has passed her CPR training and is training to be an EMT. He isn't sure what part of her training she would receive a training permit. Ashley would know this. This is allowed to practice some skills but is not allowed to show up by herself.
- **Gilday:** When someone finished the training are they assigned a preceptor?
- **Chief Staats:** This is a process they are working on.

10. Appoint a representative to the LOSA committee from the Fire Commission

- **Scherer:** Is there anyone that would like to volunteer to be the LOSA representative? They meet three times a year.
- **J.J. Schopf:** He would like to volunteer to be the LOSA representative. He has worked this position in the past and is familiar with the grading system.

The commission reached a consensus to have Jeremy Schopf be the representative on the LOSA Committee.

11. Correspondence

12. Set date, time and agenda for next meeting.

The next meeting will be on August 19, 2021 at 6:00 p.m. Place to be determined.

- Agenda items for next meeting – Elect Commission officers, review budget update on recruitment brochures.
- **Gilday:** when is the best time to bring up concerns.
- **Scherer:** You can bring up concerns during open session or have it as an agenda item.
- **Gilday:** Would we notify the president of agenda items?
- **Scherer:** Yes.
- **Edwards:** He would like to invite everyone to look at the equipment in the fire station after meeting.

13. Adjourn

Petersen moved to adjourn at 7:20 p.m., second by Bonk, motion carried.

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