

**Minutes of Meeting
Brodhead Fire Commission
May 3, 2022
Brodhead Fire Station
6:00 PM**

1. Call to Order: Meeting was called to order at 6:01 PM.

2. Roll Call to determine if a quorum is present.

Present- S. Hazeltine, A. Schneider, P. Faessler, T. Simpson, P. Naramore, D. Fox

3. Motion to deviate from the order of the agenda if necessary.

Motion made by A. Schneider

Seconded by P. Faessler

Motion Passed

4. Public Appearances: This is the public's opportunity to speak.

Each citizen is allowed 10 minutes to address the Commission.

*No one at this time

5. Approval of previous meeting minutes. Discussion/Possible Action:

Motion to approve the meeting minutes for April 5, 2022.

Motion made by A. Schneider

Seconded by P. Naramore

Motion Passed

6. Reports of Dept Activities:

a. Firefighters Inc.:

*Nothing at this time

b. Fire Inspector:

*Nothing at this time

c. Fire Chief:

*Nothing at this time will address under other line items

d. Lifequest:

1. Service costs for calls-Discussion/Action:

*Admin Asst. Osborne will contact Lifequest to arrange putting in place flat fee rate for types of calls. This will be added to the rates for personnel and equipment BFD already has in place.

2. Billing for lift assist-Discussion/Action:

*Admin. Assistant Osborne contacted Lifequest in regard to billing a flat fee for EMR/Lift Assist calls to nursing homes. Lifequest response was that we could add the flat fee to BFD charges for service costs for calls. BFD could bill for calls but a nursing home is not obligated to pay if we do not have a contract with them.

This is a self pay to the nursing home and would not be able to be billed to the insurance company. If BFD was to have a contract with the nursing homes they would be held liable for charges. Bills that were not paid could end up in collections.

e. By Law Committee Discussion/Possible Action:

*Captain Pinnow mentioned officers worked on a revised job description for the Administrative Assistant position. Changes in italic.

*In previous meeting and discussion Internship Process and Procedures was given to the Bylaw Committee for review.

*D. Fox motion made to approve bylaw for the Internship Process and Procedures.

Seconded by A. Schneider

Abstained: T. Simpson, P. Naramore

f. Internship Program: Discussion/Possible Action:

*Largest obstacle with Internship Program finding personnel and interns to fill the position. Several items were discussed in recruitment. Brodhead Fire and Brodhead EMS Internship Program board will meet again June 4, 2022 at 8:00 AM. Currently I have 1 mentor that has turned in paperwork. May need to look at other options to hire firefighters.

g. Replacement of Engine 6-Discussion/Possible Action:

*S. Hazeltine will go to the Bank of Brodhead to discuss starting a line of credit for the Brodhead Fire District to purchase a possible used Engine.

h. Fire Chief and Personnel Discussion/Possible Action:

*Discussion on Fire Chief position-Start actively looking for part time Chief would need to be able to write grants. Question by District was who will be interviewing the applications for the new Chief? Also, discussed on salary and hours.

1. Administrative Assistant Position-Discussion/Possible Action:

*D. Fox mentioned with the Chief stepping down and Internship Program getting started would like to see the current Administrative Assistant Position changed from part time to a full time position. A new job description has been updated by the Officers, Bylaw Committee and approved by the Brodhead Fire District. Deb Fox made a motion that the current Administrative Assistant position be changed from part time to full time as of June 1, 2022. Included will be WRS Retirement and Marketplace Health Care to start January 1, 2023. WRS is to be matched by employee and Brodhead Fire District. Marketplace Healthcare to be a silver plan or equivalent. 2 weeks paid vacation. Salary position.

Seconded by P. Naramore
All in Favor 6 Ayes
Motion passes

7. New Business:

a. Treasurer's Report-Discussion/Possible Action:

Operating Account Balance: \$160,971.03
Capital Account Balance: \$0.00
Total Checking Account Balance: \$160,971.03
Motion to approve Treasurer's report made by D. Fox
Seconded by A. Schneider
Motion Passed

b. Payment of Bills-Discussion/Possible Action:

April Payments of bills after April 5, 2022 Meeting- AT&T First Net \$114.35,
Brodhead-Snow Removal \$255.68, Decatur Dairy \$72.20,
Emergency Medical \$32.72, 5 Alarm \$155.00, Gasser \$5.49,
Monroe Engraving \$28.50, Penflex \$1,050.00, Peterson & Son Plumbing \$109.50

May Payments of bills at May 3, 2022 Meeting-

Brodhead Water & Light \$ 341.56, Capital One \$333.39,
Charter Spectrum \$202.34, EcoWater \$23.00, Jefferson Fire & Safety \$392.00,
WE Energies \$288.43

May Credit- Mildred Becker \$100.00 donation

Motion to approve Payment of Bills report made by D. Fox
Seconded by A. Schneider

8. Commission Comments or Questions:

This is the Commissions opportunity to speak about anything that is not a specific agenda item.

*Brodhead Area EMS would consider merging under the Brodhead Fire District.
Brodhead Fire District would like a signed letter of intent to move forward. A.
Schneider will contact attorney to see if this is even possible and ask questions
in regards to merger.

9. Discussion/Possible Action on future agenda items and next meeting date and time:

Next Meeting: June 7, 2022 at 5:00 PM Brodhead Fire Station.

Future meeting will be at 5:00 PM until further notice.

Motion to adjourn

Motion to adjourn at 8:34 PM by D. Fox

Meeting adjourned

Minutes by: Heather Osborne

Brodhead Fire Administrative Assistant