

Brodhead Fire Commission
November 7, 2022
Spring Grove Town Hall
5:00 P.M

1. Call to Order: Meeting called to order at 5:00 PM

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

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

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

Motion made by A. Schneider to approve agenda as presented

Seconded by T. Schadewaldt

Motion Passed

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

Each citizen is allowed 10 minutes to address the Commission.

Capt. Pinnow asked do we have to be part of WRS or are there other options for retirement.

There are several stipulations with WRS in regards to hours being able to work, tracking, it is a very rigid program and once you're in your locked. Maybe be better options for District and employee. Admin Assistant will inquiry deadline dates.

Mayor Jones does not agree with previous firefighters helping on a fire scene. Would like to know if there is a emergency plan or protocols in regards to how to run a fire scene in the downtown area.

Mayor Jones says no to a combined budget to be passed since Brodhead EMS is not merged with Brodhead Fire.

Mayor Jones stated he still has not received a balance sheet from Brodhead EMS. Capt. Pinnow disagrees with that as 1st Assistant Chief Searles provided a hand written sheet with balance amounts at last meeting. 1st Asst. Chief Searles mention the items in QuickBooks are not detailed it is what is needed to file a 990 form.

S. Schwartzlow-Avon Town Clerk-would like clarifications as she received a statement from Brodhead EMS for portion same as last year. Brodhead Fire Dist has proposed a combined budget for Fire/EMS that has not been approved so if approved what is to be paid.

S. Hazeltine stated EMS portion would no longer be in play if 2023 combined budget is passed.

1st Assistant Chief Searles stated we are in a state of crisis. The downtown fire shows the need for personnel. Roughly 10 to 15 firefighters with help from 4 former firefighters until personnel arrived to take their positions and mutual aid arrived on scene.

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

Motion to approve the meeting minutes for the October 4, 2022 Regular Commission Meeting.

Motion made by T. Simpson

Seconded by P. Faessler

Motion Passed

6. Reports of departments activities:

a. Firefighters Inc.:

Successful Sportsman's Night. Thank you to Mayor Jones for being auctioneer for the evening

b. Fire Inspector:

Nothing at this time

c. Fire Chief:

Engine 6 is back in service. Tank was removed, repaired, sealed and reinstalled. Tank will need to be replaced in possible 2 to 5 years. Replace and rebuild valves, repack pump was also done.

d. Life Quest: Nothing at this time

e. By Law Committee-Discussion/Possible Action:

Capt. Pinnow handed out packets that were mailed to commissioners prior to meeting. Mention that from last month meeting would be revisiting Paid on Premise and Interns Compensation and Benefits and how it was broke down. Bylaw Committee met and discussed several options. Looking for Brodhead Fire Dist. Approval. 3.15A Compensation & Benefits focus was on staffing ambulance. Looking at # of FF Certs and level of EMS Services.

S. Hazeltine mention may want to word differently to Firefighter Certifications with EMS Lic. for WRS purpose as hours are different

Reviewed 3.15A Compensation & Benefits-Paid on Premise discussed 2 options.

P. Faessler made the motion to accept the 1st page description presented for the compensation & benefits for Paid on Premise and Intern.

Seconded by T. Schadewaldt

Motion Passes

Discussion on Brodhead Fire Dist. and Brodhead EMS Paid on Premise and Interns Daily Duties Standard Operating Guidelines. After reviewing and discussing document.

Motion made by T. Simpson to take the alternative process for Brodhead Fire and Brodhead EMS Paid on Premise and Interns Daily Duties Standard Operating Guidelines.

Seconded by P. Faessler

Motion Passes

Discussion on Position Job Description: Paid on Premise. After reviewing and discussing document.

Motion made by T. Schadewaldt to approve 1.6 Position: Paid on Premise with the following correction. Under line #9 striking Officer/I.C.

Seconded by A. Schneider

Motion Passes

f. Brodhead Fire District Merger with Brodhead Area EMS Discussion/Possible Action:

S. Hazeltine talked with Attorney T. Lindau he will contact Mark Schroeder, it is Attorney T. Lindau opinion that there does not need to be an amendment to the Brodhead Fire District Agreement. Brodhead Fire District provides emergency medical services as EMR's, BFD would be upgrading services to EMT Services.

Brodhead Fire District and Brodhead EMS Attorney met and discussed merger. Brodhead EMS would like a few items noted.

1. Would like to keep 501(C)3 for fund raising (Medical side)
2. Would like to keep 25k in 501 (C)3 for operating cost/start up
3. Would like 501(C)3 to be able to use EMS building for meetings
4. Preference on 300k. Should it be used to pay off any debt or save and operate as normal.

Admin. Assistant will send a copy of Brodhead Fire District Agreement to Kittlaw.com Robb Leach.

Attorney Leech will draw up order to purchase. Will need a special meeting once this has been completed to review. Add/Corrections to be marked and sent back for final paperwork to be drawn up. Then will take to Brodhead EMS for input. . Looking to have completed by January 1, 2022.

g. Budget 2023 Discussion/Possible Action:

City of Brodhead does not agree with the \$1,205,280.50 budget, Total assessment of \$1,019,000.00 for combined Fire/EMS budget for 2023. City of Brodhead feels budget should be for fire only until merger is complete.

S. Hazeltine stated if we don't have the funding in place when the merger goes through will not have funds to operate/pay for FF/EMS personnel. In order to have labor for 2023 it needs to be funded in this budget.

A. Schneider mention the grant money received by Brodhead EMS is dedicated for certain items and could not be used to pay for employees.

Motion by P. Faessler to approve combined Brodhead Fire District/EMS budget for 2023 at \$1,205,280.50. Total Assessment of \$1,019,000.00. Seconded by A. Schneider.

Roll Call Vote P. Faessler Aye, T. Simpson Nay, P. Naramore Nay, T. Schadewaldt Aye, A. Schneider Aye, S. Hazeltine Aye.

Vote 4-2

Motion Passes

7. New Business

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

Operating Account Balance: \$143,732.61

Money Market Capital Account Balance: \$61,987.25

Total Accounts Balance: \$205,719.86

Motion to approve Treasurer's report made by A. Schneider

Seconded by T. Schadewaldt

Motion passed

b. Payments of Bills-Discussion/Possible Action:

October payments made after October 4, 2022 meeting: (Operating Checking Account)

AT&T Mobility \$72.99, Bandt \$1,500, Brodhead Water & Light \$482.75,

Computer Know How \$236.50, EcoWater \$23.00, Fire Prevention Payroll \$1,350.00

H.J. Pertzborn \$220.00, Jefferson Fire & Safety \$88.62, Monroe Lock \$124.00,

Piggly Wiggly \$116.95, Reimburse-Shrier \$110.20, Sewer-City of Brodhead \$118.31

Speich Oil. \$567.29

October payments made after October 4, 2022 meeting: (Money Market Checking Account)

Bandt (DNR Grant Brush 8 and Engine 1) \$1,736.22, Rennerts \$26,065.23 (Engine 6)

October Credits received after October 4, 2022 meeting: American Legion \$300.00

Motion to approve Payment of Bills by T. Schadewaldt

Seconded by P. Naramore

Motion passed

c. Hire Paid on Premise Employees:

Rick Bedward is ready to start this week once paperwork is completed.

FF/Paramedic Tiffany Griffin has be interviewed for the paid on premise position.

Motion by T. Schadewaldt to hire Tiffany Griffin for the paid on premise position.

Seconded by A. Schneider

8. Closed Session

a.) Per WI State Statutes Section 19.85(1)(c) considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility: **Fire Chief Position**

Motion by P. Naramore to enter closed session as 6:31 PM

Seconded by T. Schadewaldt

Roll Call Vote, 6 Ayes

Motion Passed

b. Motion by T. Schadewaldt to reconvene from closed session

Returned from closed session at 6:40 PM

Seconded by P. Naramore

Motion Pass

c. Possible Action from closed session

Admin Assistant Osborne will set up meeting with hiring committee to review Fire Chief applications.

9. Commission Comments or Questions:

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

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

Next Meeting: **Tuesday, December 6, 2022 at 5:00 PM Brodhead Fire Station**

11. Motion to adjourn.

Motion to adjourn at 6:45 PM by A. Schneider

Meeting adjourned

**Minutes by: Heather Osborne
Brodhead Fire District Admin. Asst.**