

**Minutes of Meeting  
Brodhead Fire Commission  
April 5, 2022  
Brodhead Fire Station  
6:00 PM**

**1. Call to Order:** Meeting was called to order at 6:12 PM.

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

Present- S. Hazeltine, A. Schneider, P. Faessler, R. Moon, C. Schupbach, D. Fox

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

Motion made by A. Schneider

Seconded by C. Schupbach

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 unofficial mention BAEMS considering consolidating under the Brodhead Fire District. District would be interested in talking with the BAEMS board.

Capt. Pinnow discussed the review of the Admin. Assistant Job Description that the Officers' are currently working on.

Linda Faessler would like the District to know how much she would like to see the current Admin. Assistant to be retained as a full time employee. She asked the District members if Admin Assistant was to leave would they be able to do the job?

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

Motion to approve the meeting minutes for March 1, 2022.

Motion made by C. Schupbach

Seconded by R. Moon

Motion Passed

**6. Reports of Dept Activities:**

**a. Firefighters Inc.:**

\*Sportsman Banquet-Oct. 15, 2022

\*Dairy Queen Breakfast at Brodhead Fire Station-June 25, 2022.

**b. Fire Inspector:**

\*Nothing at this time

**c. Fire Chief:**

\*Nothing at this time. Will address under closed session

**d. Lifequest:**

\*Admin. Assistant Osborne talked to Lifequest Rep. on several items.

1. In order to bill for lift assist Brodhead Fire will need to have a signed contract with Brodhead Memory Care and Caring Hands since the bills would be to the facility and not the individual. Lifequest Rep has sent template from another fire dept contract to review.

2. Lifequest is on an automatic renewal until 5/2027 at the time BFD can renew for another contract or find another billing service.

3. Lifequest needs in writing the new fee schedule and date for it to take effect. Commissioners would like Admin Asst to contact Lifequest and ask if BFD was to bill for General EMR Response if that would cover lift assists.

Continued discussion on response fees.

**e. By Law Committee Discussion/Possible Action:**

\*Bylaw Committee met to review documents for the mentor/internship.

D. Fox went over documents for grammatical errors for Capt. Pinnow

**f. Internship Program: Discussion/Possible Action:**

\*Adm. Assistant contacted R. Balsamo at BTC in regards to fire tech program to check availability for interns. R. Balsamo stated that 3/4 are affiliated with a dept or doing an internship. EMT programs right now have 15 in class and most of them are affiliated.

\*Need to schedule final sit down with EMS Board for final paperwork and annual meeting as in contract between Brodhead Fire Dist. and Brodhead Area EMS.

\*Brodhead Fire District and Brodhead Area EMS Annual Meeting April 30, 2022 at 8:00 AM at Brodhead Area EMS Station. Brodhead Fire Adm. Assistant will post agenda prior to meeting.

\*Admin Assistant will forward link for internship to post with City of Brodhead, WSFC, and BTC. It is also on Brodhead Fire Facebook Page.

**g. Billing for Lift Assist-Discussion/Possible Action:**

\*See notes under Lifequest

**h. Replacement of Engine 6-Discussion/Possible Action:**

\*S. Hazeltine will be contacting Bank of Brodhead to set up a line of credit for an used Engine.

**i. Fire Chief and Personnel Discussion/Possible Action:**

\*Chief Scheidegger would like to know what direction the Brodhead Fire Commission is looking for in the next Chief. There are several different scenarios. Will this be a part-time or full-time position? Internal or external job posting? Something that the Officers' can start to review or gather information in what they think should be in a new chief.

\*Capt Pinnow sees ultimately at some point from a budget stand point a county wide fire.

## **7.New Business:**

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

Operating Account Balance: \$167,647.09

Capital Account Balance: \$0.00

Total Checking Account Balance: \$167,647.09

Motion was made by A. Schneider to put \$8,771.06, the remainder of the 2021 budget into a money market checking account.

Seconded by Courtney Schupbach

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

Seconded by R. Moon

Motion Passed

### **b. Payment of Bills-Discussion/Possible Action:**

#### **March Payment of bills after March 1, 2022 Meeting-**

ABC Fire & Safety \$35.00, AT&T First Net \$72.99, BatteriesPlus \$35.60

Brodhead Water & Light \$358.25, Capital One \$418.78,

Computer Know How \$110.00, Decatur Dairy \$72.14,

EcoWater \$23.50, Emergency Medical Prod. \$2,454.36, J.J. Keller \$57.34,

Middlesex Ins. \$3,610.00, Sewer-City of Brodhead \$121.69, Speich \$422.16,

SWANI \$50.00, Wis. State Firefighters Assoc. \$25.00, WE Energies \$494.29

#### **April Payments of bills at April 5, 2022 Meeting-**

Brodhead Water & Light \$351.39, Capital One \$585.19, Coast to Coast \$225.35

EcoWater \$23.00, Emergency Medical Products \$107.66,

Jefferson Fire & Safety \$471.00, Piggly Wiggly \$74.74, Register Print \$30.00

Spectrum \$202.35, Speich \$237.13, SWANI \$27.50, WE Energies \$416.58

#### **April Credits at April 5, 2022 Meeting-**

Melissa Kuebli \$30.00, John Keller \$35.00

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

Seconded by C. Schupbach

## **8.Closed Session:**

**Per WI Statue 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:**

Motion by D. Fox to enter close session at 7:09p.m.

Seconded by C. Schupbach

Roll call, Brodhead Fire District 6 ayes. S. Hazeltine, P. Faessler, A. Schneider, D. Fox,

R. Moon, C. Schupbach

Motion by D. Fox to return from close session at 8: 15 p.m.

Seconded by A. Schneider. Brodhead Fire District 6 ayes.

No action taken from closed session.

**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:**

**Add to agenda: Service costs for calls (Lifequest). Discussion/Action**

**Admin. Assistant Position Discussion/Action**

**Next Meeting: May 3, 2022 at 6:00 PM Brodhead Fire Station**

**Motion to adjourn**

Motion to adjourn at 8:30 PM by S. Hazeltine

Meeting adjourned

**Minutes by: Heather Osborne**

**Brodhead Fire Administrative Assistant**