

Brodhead Fire Commission

August 2, 2022

Brodhead Fire Station

5:00 PM

1. Call to Order: Meeting was called to order at 5:10 PM.

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

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

Absent- P. Faessler,

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

Motion made by T. Simpson

Seconded by P. Naramore

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 the July 5, 2022 Regular Commission Meeting and July 21, 2022 Special Commission Meeting.

Motion made by P. Naramore

Seconded by T. Schadewaldt

Motion Passed

6. Reports of Dept Activities:

a. Firefighters Inc.:

*Capt. Pinnow mentioned that Firefighters' Inc. had purchased 3 Dewalt Cordless K-12 saws and blades costing roughly \$600.00 ea.

b. Fire Inspector:

*Nicole from Fire Inspection Services notified Admin Assist. Osborne that Gary Dewitt would no longer be the Fire Inspector for Brodhead as he has downsized his workload. She will notify Admin Assist. Osborne as soon as she has a replacement for him. Also, Nicole will have the new inspector meet with Admin. Assist. before starting the next round of inspections.

*2 businesses were referred to chief for follow up. Several businesses had no entry for more than 1 inspection cycle will follow up on businesses with Chief.

c. Fire Chief:

*Fire Officers and EMS Officers sat down to iron out details for mentor wages and uniform policy. Change of wage to \$25.00 and change in uniform policy which also includes after devoting 100 hours eligible for another set of uniforms. Policy

changes will be taken to both Brodhead Fire Commission and Brodhead EMS Board for approval.

*Capt. Pinnow mentioned at Officer's meeting looking at expanding mentor candidates pay ranges depending on the range of certifications.

d. Lifequest:

1. Billing for lift assist-Discussion/Possible Action:

*Adm. Assist. Osborne asked if this would be something BFD would want to table to after a possible merger with EMS as the templates to write contracts provided by Lifequest have an ambulance service associated with lift assist billing. S. Hazeltine asked if the calls for lift assist have still been an issue. Capt. Pinnow and Chief Scheidegger both said they have decreased in frequency. Motion to write contract for billing of lift assist tabled until possible merger of Brodhead Area EMS is complete.

Motion made by T. Simpson

Seconded by S. Hazeltine

Motion Carried

Remove from agenda for next month.

e. By Law Committee Discussion/Possible Action:

***Nothing at this time**

f. Internship Program: Discussion/Possible Action:

*Interviewed 1 mentor/paid on premise in process of ironing out the formal details. Will take to both boards for final approval.

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

*S. Hazeltine was in contact with The Bank of New Glarus to requesting 250k line of credit for the purchase of a used fire engine. The Bank of New Glarus has agreed to give the Brodhead Fire District 250k in line of credit. Adm. Assist is working with T. Jacobsen from The Bank of New Glarus with the paperwork. Once paperwork is complete approval letter will be taken back to each municipality for authorization by the governing boards of the Brodhead Fire District Members per Brodhead Fire Protection Agreement.

h. Fire Chief and Personnel Discussion/Possible Action:

*Chief Interview Committee finished interviewing 3 excellent candidates. Once P. Faessler returns from vacation will set up a special meeting. Chief Interview Committee will meet with Brodhead Fire Commission to go over their recommendation for Fire Chief. Brodhead Fire Commission will discuss salary and benefit package to offer new Chief and if they will offer as part time or as a full time position. Will set up closed session meeting to interview with candidate with full Commission after meeting between Chief Interview Committee and Brodhead Fire Commission.

i. Brodhead Fire District merger with Brodhead Area EMS Discussion/Possible Action:

*S. Hazeltine spoke with T. Lindau from Nowlan Law Firm he felt the next step is for Brodhead Fire Dist. (BFD) to retain an attorney to acquire the assets and debts of the Brodhead Area EMS (BAEMS). T. Lindau strongly recommends the Brodhead Area EMS retain its own legal counsel to represent itself through this process. T. Lindau will also reach out to the City of Brodhead Attorney to discuss this merger with him.

*Nowlan Law Firm would not need a Letter of Engagement to move forward.

j. Budget 2023 Discussion/Possible Action:

*Capt. Pinnow discussed 3 rough possible options of doing budget for 2023. Brodhead Fire District, Brodhead Fire Dist-EMS Div. and Brodhead Fire & Brodhead EMS Combined. Need to look at a possible combined budget as merger is possible in very near future. The largest part of the budget increase will be the hiring of the Fire Chief, labor cost to bring on paid on premise, part-time personnel and increase to Admin. Assist. wages and benefits. Possible Fire Chief Salary 50k or more depending on hiring of a part time or full time Chief with benefits. Under Fire District Budget option, a 4 Person Paid on Shift could cost roughly \$70,080.00 and Paid on Premise roughly \$62,400.00. Under a combined budget for Paid on Premise 2 Personnel at \$25.00 for 24 hr. of coverage at 365 days a year would cost \$438,000.00. Commissioners agreed that the budget to be presented for 2023 will be a combined budget for Brodhead Fire and EMS to be proposed to municipalities.

*Discussion on the purchase of a new ambulance. Takes at least a year to 2 years to get a ambulance once the order has been placed. Something to think about as the ambulance is due in the next year or two.

k. Wisconsin Retirement System Discussion/Possible Action:

*No further information at this time. The resolution has been approved and will become effective on January 1, 2023. We have received our EIN #. Just waiting on further instruction as to what needs to be done before end of year.

7.New Business:

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

Operating Account Balance: \$144,690.06

Money Market Capital Account Balance: \$8,771.06

Total Accounts Balance: \$153,461.12

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

Seconded by T. Schadewaldt

Motion Passed

b. Payment of Bills-Discussion/Possible Action:

July Payments made after July 5, 2022 Meeting:

AT&T \$72.99, Decatur Dairy \$65.15, Design Electric \$1,047.18,

Dinges Fire Co. \$429.54, EcoWater \$23.00, Gasser \$81.89,

L&S Truck Service \$4,476.37, Monroe Sign Design \$56.00, NAPA \$3.39
Nolte's Garage \$396.20, Piggly Wiggly \$111.61, Postmaster \$224.00
Sewer-City of Brodhead \$122.73.

July Credits made after July 5, 2022 Meeting:

Brodhead Firefighters Inc. \$305.71, Phyllis Shrier \$150.00,
Town of Spring Grove \$22,885.75, Town of Decatur \$54,625.44.
Motion to approve Payment of Bills report made by T. Simpson
Seconded by T. Schadewaldt

8. Commission Comments or Questions:

This is the Commissions opportunity to speak about anything that is not a specific agenda item. *Nothing at this time

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

**Add to agenda: Move Capital Account Expense fund balance from
Operating Account to Money Market Capital Account**

Discussion and Possible Action:

Next Meeting: September 6, 2022 at 5:00 PM Decatur Town Hall.

Motion to adjourn

Motion to adjourn at 6:30 PM by S. Hazeltine

Meeting adjourned

Minutes by: Heather Osborne

Brodhead Fire Administrative Assistant