

Big Bend Vernon Fire Board
PO Box 66
Big Bend WI 53103
Telephone: (262) 662-7787
Fax: (262) 662-2981
bbvfireboard1@wi.rr.com

Big Bend Vernon Fire Board Meeting

May 16, 2005

7:00 p.m.

Fire Board absent: Thomet

Other Town Representatives: Al Kunert -Town of Vernon, John Maney – Fire Commission

1. Meeting called to order at 7:05 p.m. by Becker.
2. Citizen Comments:

Diane Herried stated that she has been watching the Fire Board Minutes and wanted to remind the Board that the September budget meeting is coming up (only three meetings away). Second, she is concerned about the personnel and their work environment with the loss of two people and the duty of this Board is to provide service to the community to the best of your ability. She has a concern with the Ordinance and the super majority being done away with because years ago it was done to both protect the Town of Vernon because of the population, because Vernon should have had about eight to two members, but then why would Big Bend show up. It was done this way so that the Vernon people couldn't just vote it down the throats of Big Bend. I have contacted Attorney Schober regarding this issue of the super majority. As far as budgeting for the salaries, none of the Ordinance was changed and I would suggest that if the Town and the Village seem to want special line items for each individual salary, than that should be in the Ordinance saying that they want a line item for each full-time salaried position. Lastly, there are always more raises and those things are hard to budget for and another suggestion that I have is instead of just doing that automatically right exactly when the schooling ends, maybe address only once a year or bi-annually.
3. Secretary read into Minutes:
 - a. E-mail from Jacqueline Seibel, Milwaukee Journal Reporter, regarding attorney general's office ruling on Fire Board.
 - b. Fax from Jacqueline Seibel, Milwaukee Journal Reporter, of letter from State of Wisconsin, Department of Justice to Robin Faust/Paul Bucher regarding open meeting practices of the Big Bend Vernon Fire Board.
 - c. E-mail from Town of Vernon Clerk with message from Attorney Macy and Auditor Messing of bonding for Fire Board Secretary.
 - d. Copy of letter from Diane Herried read to Town of Vernon Board regarding no open meetings violation and her removal from Fire Board.
 - e. Copy of 2004 budget from Fire & Rescue Association with amount of monies donated to the Fire Department in the amount of \$4,055.38.
 - f. Final Notice bill received from Town of Vernon regarding the 2001 Trunked Radio bill.
 - g. Copy of letter from Richard Wirth sent to Paul Bucher.
 - h. State Statute received from insurance agent regarding bond set for the Fire Board office. (Stienstra added our agent agrees with our comments from last meeting and there is a difference between bond and insurance.)
 - i. E-mail from Town Clerk regarding allocation County Trunk Radio 2001.
 - j. E-mail from Brian Hense regarding Sadie Soneberg being appointed to Fire Board.
4. Old Business:
 - a. Open Records Policy and Procedures has not been completed per Town Clerk.
 - b. Trunked Radio bill of 2001 – Profit and Loss vs. Actual from end of year 2000 shows \$12,000 left on line item and in 2001 the Profit and Loss vs. Actual from end of year 2001 shows \$9,025.29 left on that line item. This shows that there were monies left in the 2001 budget of \$9,025.29 that should have been put toward the 2001 Trunked Radio bill. Gauger stated that this made sense and we should have a confirmation from Town auditor that this is the case and we do not owe on this invoice.
 - c. Memo of accomplishments for Fire Department has not been completed yet per Stienstra but he is working on it.
 - d. Development of an Accounting Procedures Manual requested by Fire Board's auditor is being worked on by Stienstra. Stienstra suggested that perhaps going back to bonding and signature; we may want to have as part of our policy, someone other than the signatures of the account, reviews the statement as a control method.

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5. Chief Buchholtz handed out the incident report document outlining membership and runs for April with 14 EMS, 14 Fire and 3 vehicle motor accidents. Membership update is at 55 current members, five water supply, four on leave (two military, one medical and one family), four on probation and two on paid suspension. As a result there are 40 active members at this time. Currently there are 12 new applicants that background checks are being done on and then they can move on to the Fire Commission for an interview process as well as a recommendation for some additional members coming on the department. The Muskego incident with internal investigation is still ongoing and there is no other information other than that at this time. The Waukesha County Cooperation Council held a meeting discussing and reviewing the level of EMS level services within the County with the potential purpose of taking a look at providing the highest level of EMS patient care County wide which would be the paramedic level of service. The Waukesha County Chiefs have been asked to begin some fact finding/information finding to provide information as to where Fire Departments are located, what type of EMS service they currently provide and what their response times are and such.
 6. Miscellaneous Matters:
 1. Chief Buchholtz handed out document based on budget for the paid-on-call reimbursement program for 2005 in the amount of \$131,967. For the month of April we have spent \$51,011.69, which leaves us a total remaining in that line item of \$80,955.31. The reimbursement program is also being used to cover people while the full-time people are on suspension and more specifically we've used Chris Hahn, who is the other Level 3 most senior paramedic, to provide paramedic service during our daytime hours. Because of these hours necessary to maintain our daytime paramedic service, firefighter Hahn did accumulate the minimum 600 hours for inclusion into the Wisconsin Retirement System as of March 22, 2005. Estimated amount over budget if personnel remain on suspension for the remainder of 2005 would amount to \$7,326.48. Stienstra suggested Fire Board meeting be called earlier than third week in June if Chief thinks there may be a need to address this issue sooner.
 2. Fire Board election will be held in June and President Becker will not accept or run to become President again. Becker will accept a move back down to the Vice-President position.
 3. Mattick stated since the Fire Board and Diane Herried was exonerated, I'm wondering what recourse we have as a Board to go before the Town and ask for her reinstatement. Stienstra stated that the good news is that as far as the Open Meetings part and everything we were exonerated and it was unfortunate that maybe some misinformation led to this. Kiselicka stated she wouldn't mind seeing Herried back on the Board because of her valuable input to provide to the Board but my understanding that at this time the Town Board is not going to reappoint her or reinstate her. Kiselicka stated Herried should reapply the next time there is an opening at the Town, the Board has been exonerated and try to let it go and let's just get on with business. Becker stated but unfortunately we had to rely on an outside party, the Milwaukee Journal, to inform us of this, which is so sad that the State of Wisconsin didn't choose to and other parties didn't choose to pass this information on which was quite frankly purposeful to pass this information on. They let the lie remain and this was unfortunate. Stienstra stated we did have an attorney and usually once you get to that step, almost all communications from government bodies copies the attorney. Mattick asked about drafting a letter to the Attorney General's office and ask why we did not see notification of exoneration? Mattick will draft a letter to Attorney General and Board will review it at June meeting.
 4. Gauger stated Rules & Regulations from Minnesota website was taken as a base for our document and Herried's document has a lot in it that was not in the Ordinance so if we want to we can add it to our rules and regs. We now have a job description (Attachment A) for secretary/treasurer and position description (Attachment B). Attachment C is for bookkeeping entries/accounting procedures and Stienstra will need to finish this description. Stienstra stated budget is pretty well spelled out in Ordinance and he would limit thoughts in this area. Job descriptions for Fire Commission need to be added as an attachment. Equipment needs to be added in rules and regs. Job descriptions for Fire Department had been okayed by Fire Board in December 2002 and Fire Chief will forward these descriptions on to Gauger. Other additions to document could be how often the Chief and President of Fire Board meets, leases for buildings and equipment, open records policy, end-user costs for the services, appeals by the users, and collections by Waukesha County. Stienstra stated fees should not be included. Kiselicka stated line item for equipment lease needs to be added to budget for 2006.
 7. Motion made by Mattick to approve the meeting minutes of April 18, 2005 – seconded by Kiselicka. Gauger asked question of bond being raised to \$25,000 and Attorney Macy didn't feel that it was an adequate amount. Mattick

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stated that it is this Board that decides what the limit should be not Macy, the Town or the Village. Kiselicka stated that is what part of the Ordinance Committee had discussed and that is where it was left at the Ordinance Committee that the Fire Board makes the decision. Stienstra stated that he had spoke with Attorney Schober (Fire Board Attorney) twice. Stienstra stated Board should designate a non-signee to review the bank statement every month that shows only \$30,000 gets transferred over and that person would sign off on that. All in favor.

8. Motion made by Stienstra to approve the finances of the Big Bend Vernon Fire Board from April 19 thru May 16, 2005 – seconded by Gauger. All in favor.
9. Stienstra made the motion to adjourn – seconded by Mattick. All in favor. Next meeting will be June 20, 2005. Cathy Bronk and Marilyn Gauger wanted to thank John Mattick for all his hard work on the Fire Board. Stienstra also wanted to thank John for all his help with the Fire Board and the communities. Chief Buchholtz also thanked John for all his help and support with the Fire Department.

Chuck Becker June 20, 2005

Chuck Becker
President

Date