

Proceedings of the Big Bend Vernon Fire Board Meeting

Fire Station #3

January 16, 2006 - 7:00 p.m.

STH 164 & I43

These minutes are considered unofficial until approved by the Big Bend Vernon Fire Board at their next regular meeting.

Call Meeting to order

Fire Board President Gauger called the meeting to order at 7:00 PM.

Roll Call & Public Notice

Present: Chuck Becker, Carol Shea, Dennis Stienstra, Sadie Soneberg, Cidney Kiselicka, Cathy Bronk and Marilyn Gauger. Absent: Leo Thomet.

This meeting was noticed and posted pursuant to Open Meeting law.

Comments from citizens present.

None

Reports - Information on discussion and action taken at previous meetings, future agenda items and upcoming scheduled meetings.

a. Fire Chief Buchholz - Updates on Emergency Runs and Membership.

Chief Buchholz reported there were five EMS, eight fire and eight motor vehicle accidents in the month of December for an incident total of 21. Summary reports from December 2004 thru December 2005 and December 1 thru December 31, 2005 were presented incident by districts, by incident type and EMS patients by incident type. President Gauger questioned amount of paramedic calls and how many are transported ALS per year. Kelly Kubacki (Paramedic/citizen) stated this could be tracked thru CQI. Gauger stated she would like a report for whole year of how many are transported Advanced Life Support with additional care.

Membership update is at 64 with 40 active members.

Jared Peck has resigned and President Gauger will address later in meeting.

Assistant Chief Interviews were conducted and the four candidates were Deputy Chief Brian Peterson, Captain Paul Holtermann, Captain John Kubacki and Acting Captain Chuck Diehn. Fire Commission Meeting is scheduled for January 17, 2006 to select one of these individuals to fill that position, as current Assistant Chief Dave Link is stepping down, however will remain a member of the department.

Deadline for full-time personnel was Friday, January 6, 2006 and we did receive four applications. One of the applicants is currently a firefighter here and three were from the outside. Written exam is scheduled for January 28.

Fire Commission Chairman Maney stated that if anyone has any ideas about how we can get more people to apply for those positions, let the Chief know. He stated that he thinks we need to re-advertise it again so that we get an eligibility list started in case any more personnel would leave in the future.

Deputy Chief Peterson stated that starting salary here is low for a firefighter/paramedic, but it is ballpark. This Department has no five-year steps that state where you're going to be in five years as far as pay.

b. Fire Board President Gauger.

None

c. Fire Services Confidential Secretary/Treasurer - updates on audit, interest income and WRS for EMS Educator/Coordinator position.

Auditor will be here on Friday, January 20th.

Interest Income line item on budget for 2005 is clearly relating to the checking and Money Market checking accounts up here and only one CD still has the interest going into that account. The Interest Income received for 2005 was well over the budgeted amount.

EMS Educator/Coordinator position held by Jerry Biggart is not eligible for the Wisconsin Retirement System until he goes over 600 hours on a "rolling average" after one year or if the expectations of his job were to change with a new contract as of July 1, 2006.

Correspondence -

a. Letter of resignation from Jared Peck.

President Gauger stated that Jared Peck resigned on December 26, 2005.

Old Business - Discussion and possible action on the following

a. Recommendation from Town and Village to renew existing contract for the EMS Educator/Coordinator position from January to June 2006 with conditions.

President Gauger stated the Village of Big Bend approved renewing the existing contract for the next six months as the Fire Board requested and the Town of Vernon approved it with the condition that I was to work with Town Supervisor Brian Paff and find out why the 2005 budget does not add up to him. Gauger met with Brian over the phone and told him that the numbers that he has from the Town's budget were not accurate as Gauger compared them to the Fire Board's Minutes and the Town of Vernon's Minutes which agreed with the numbers. Paff is now going back to the Town to find out why their fire-operating budget has wrong numbers in it. Gauger stated this is not a big deal as our 2005 Financial Statement is off by \$166. The Town shorted us \$168 and the Village gave us \$2 too much. The auditor will also be told this for the 2005 audit. After talking with Town of Vernon Chairman Kunert he stated that the condition of approval is satisfied.

President Gauger stated that we are looking at extending the existing contract for Jerry Biggart and she does not have another contract to give him and the existing contract states that he does get Wisconsin Retirement System benefits and this needs to come out. Stienstra stated that this may be perfectly fine but he would ask attorneys about Wisconsin Retirement System benefits in contract. First question should be about paying him get Wisconsin Retirement System for this first contract and second question should be on extension of contract. If he is operating under this contract, we may be in breach for not paying him the Wisconsin Retirement benefit. Secretary stated that Jerry cannot be included in the Wisconsin Retirement System because of only working 480 hours last year. (*Please see secretary's comments under c. above regarding EMS Educator/Coordinator position.*) Stienstra stated we may have to provide some other type of retirement benefit for this contract. Gauger asked Chief to let Jerry know and if he will continue to operate until she has had a chance to talk to the attorneys and come back to the Board.

Deferred and Tabled Items

a. BBV Fire Board Rules and Regulations and Attachments C, E, H and I/TABLED 8-15-05.

b. Reimbursement Program Payroll/TABLED 10-24-05.

New Business

a. Election of Fire Board President.

Motion made by Shea and seconded by Becker to elect Marilyn Gauger as the Fire Board President. Motion carried unanimously.

b. Election of Fire Board Vice-President.

Motion made by Stienstra and seconded by Kiselicka to elect Chuck Becker as the Fire Board Vice-President. Motion carried unanimously.

c. Minimum requirements, job description and promotional process for Deputy Chief.

Chief Buchholtz presented three job descriptions for the Deputy Chief-Emergency Medical Services Division, Deputy Chief-Fire Suppression Division and Deputy Chief-Fire Prevention and Inspection Division.

Short break was taken to review these job descriptions with the Fire Board.

Motion made by Stienstra and **seconded** by **Becker** to approve the three Deputy Chief's minimum requirements, job descriptions and promotional process. Cathy Bronk asked question of minimum requirements in the Emergency Medical Services Division as far as fire service experiences. Chief explained that one of our members has five years of fire service experience but has not had the five years of experience with the Big Bend Vernon Fire Department personnel. Bronk asked question of minimum requirements in Fire Suppression and Becker stated it was the same for all three positions.

Gauger asked Board if there would be any objection to asking Fire Commission Chairman John Maney if he has any questions on job descriptions. He stated that everything appears to be in order but he has not read from beginning to end.

Motion died due to lack of second.

Motion made to table by Stienstra and seconded by Becker until Fire Commission Chairman John Maney can read the job descriptions and get back to the Board later in the meeting tonight. Motion carried unanimously.

Maney left meeting to read the three job descriptions.

d. Fulltime Fire Department employees benefit package and payout policy.

Gauger stated the only part of the Employee Handbook from the Town of Vernon that the Fire Board is concerned about should be the benefits, vacation, holidays, etc. Existing benefits for personnel are from May 21, 2001 Minutes that mimics the Town of Vernon's wage and benefits for non-union personnel at that time. *Copy of May 21, 2001 Minutes have been copied and handed out to Fire Board members present.* Chief will get the Town's Union Contract and copy everybody on the Board.

Motion made by Shea and seconded by Kiselicka to table this item until our next meeting. Motion carried unanimously.

Minutes

Gauger wants minutes from December 19, 2005 changed under Correspondence, Johnson & Block engagement letter to read: "President Gauger stated I read the engagement letter from auditor and if it is all right with everybody, we did budget a good number for the audit, they are looking at \$4,840, I will sign this and get it back to him if this is all right with everybody. Everyone present agreed I should sign".

Under h. Possible Fire Board Meeting night change please add: "Gauger stated Monday is the best - being there was no other nights suggested, the Fire Board meetings will remain on the third Monday of the month".

Motion made by Becker and seconded by Shea to approve the Minutes of December 19, 2005 as corrected. Motion carried unanimously. Bronk abstained.

Motion made by Kiselicka and seconded by Becker to approve the Closed Session Meeting Minutes of December 19, 2005. Motion carried unanimously. Bronk abstained.

Finances

a. Payroll, accounts payable and YTD Financial Statements from December 17, 2005 to December 31, 2005.

Stienstra asked question about auditor making adjustments for bad debt and reserve some of that bad debt, could still be cash, but that it comes off of our profit.

Bronk would like to see actual cost of paramedic program and cost to communities.

Stienstra would like to see comparison in ambulance rates for different communities presented again to Fire Board.

Motion made by Stienstra and seconded by Becker to approve the Payroll, accounts payable and YTD Financial Statements as presented. Motion carried unanimously.

b. Approving payroll and invoices prior to generating the checks.

Becker stated we would have to have the meetings twice a month because of payroll every other week and bills that we could get to unless we set up a limit that is approved. Kiselicka stated it seems to be working fine, we're staying within budget, and you can see what the checks are and who they're made out to. Stienstra stated it may be a good idea to put a limit on non-recurring expenses and put this on the February agenda for maximum of non-recurring expenses.

Next Fire Board Meeting

Next Fire Board Meeting will be held on February 20, 2006, 7:00 PM, Fire Station #3. Bronk and Gauger may not be available.

Fire Commission Chairman Maney came back to the meeting after reading the three job descriptions, minimum requirements and promotional process for the Deputy Chiefs.

Fire Commission Chairman Maney stated he could find nothing wrong with the three job descriptions and minimum requirements and promotional process.

Motion made by Stienstra and seconded by Becker to approve the three Deputy Chief's minimum requirements, job descriptions and promotional process on the floor. Motion carried unanimously. Bronk abstained.

Motion to go to Closed Session

President Gauger read motion to deliberate in Closed Session under Section 19.85 (1) (c) Wisconsin State Statutes considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility; and (g) conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved, more specifically performance evaluation process for the Fire Chief and the position of Fire Services Confidential Secretary-Treasurer. Participating in Closed Session is the Big Bend Vernon Fire Board. Adjourn in Closed Session.

Motion made by Shea to go to Closed Session - seconded by Bronk. Roll call vote: Bronk, yes - Soneberg, yes - Shea, yes - Becker, yes - Gauger, yes - Stienstra, yes - Kiselicka, yes. Motion carried per roll call vote unanimously and we will adjourn in Closed Session.

Julie Bauer

Fire Services Confidential Secretary/Treasurer

Approved on March 20, 2006 and distributed to Fire Commission, Village of Big Bend and Town of Vernon on April 5, 2006.