

Proceedings of the Big Bend Vernon Fire Board Meeting
Big Bend Village Hall
Nevins Street
March 19, 2007 - 6:30 p.m.

RECEIVED

By Gina Gresch at 3:37 pm, Apr 18, 2007

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 6:38 PM.

Roll Call & Public Notice

Present: Cathy Bronk, Marilyn Gauger, Paul Fickau, John Maney, Chuck Becker and Carol Shea.
Absent: Sadie Soneberg, Mike Doble (*Arrived at 7:30PM*)

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.

- Fire Chief Buchholtz – Updates on Emergency Runs and Membership

Chief Buchholtz reported there were 21 EMS, 7 fire and six motor vehicle accidents in the month of February for an incident total of 34. In the month of February, our Department received mutual aid four times from other outside communities. Membership stands at 62.

Probationary firefighter Mike Wellman has resigned because his workload has increased at his regular full-time job.

Engine 1162 has been placed into service and the old engine is being refurbished.

Chief Buchholtz is requesting to have meetings return to Fire Station #3 because of the availability of additional documentation and the availability of visual aid equipment.

- Fire Board President Gauger –

President Gauger reported about the internal control changes regarding the checks from the Fire Board with the invoices attached and the QuickBooks's check detail/check register report.

Shea will work with secretary on monthly check detail/check register report for Fire Board.

Gauger reported on the protocol done by the Fire Chief for maintenance of the buildings and Gauger feels these should be included in the Fire Department Rules and Regulations protocol for building maintenance.

- Secretary/Treasurer – back ups of the accounting system.

Secretary reported that A-Team Computer from Mukwonago explained that there were

actually three back-ups for the Fire Board accounting system. The first system backup is completed nightly by US Internet (offsite-company) at 11:00 PM. I am doing another backup to the server daily right now and the last one is done with a backup to my computer daily. I can do a fourth backup by copying to CD's from time to time.

CORRESPONDENCE – Information only

None

DEFERRED AND TABLED ITEMS – Discussion and possible action on the following:

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

President Gauger stated she does not call it Rules and Regulations; she calls it Policy and Procedures.

Motion made by Bronk and seconded by Shea to remove the BBV Fire Board Rules and Regulations and Attachments C, E, H and I from the table. Motion carried unanimously.

Under Article VI, Meetings on pg. 3: *Big Bend* will be added at the end of the last sentence in the paragraph regarding the Citizen's Bank of Vernon actually being in Big Bend.

In Attachment A, Confidential Secretary/Treasurer Job Description:

Maintains Fire Board and (*Fire Commission will be added*) member appointments and term expiration dates.

System backup will be added to the Confidential Secretary/Treasurer job description.

Files with State monthly and (*quarterly will be added*) required forms.

In Attachment B, Position Description, Confidential Secretary/Treasurer:

Vacation Days referenced in (*Employee Handbook will be added*)

Attachment C – fine

Attachment F – fine

Attachment D, Accounting Procedures:

Under Internal Controls:

Addition: A designated Fire Board member receives the original monthly bank statements and the checks and then copies the secretary to do the reconciliation.

All deposits are to be made on a timely basis and reconciled with the monthly bank account statements (*for each account added*).

Disbursements: Need to change: All disbursement checks must contain two signatures; these signatures must be from either the Fire Board appointed Secretary/Treasurer, the Fire Board current President or current Fire Board Vice President.

Need to add: *Voided checks are to be attached to the reconciliation.*

Reports: Need to add: Financial reports shall be prepared and presented to the Fire Board on a monthly basis (*from QuickBooks will be added*)

All Federal, State and (*other governmental will be added*) reports will be timely submitted.

Attachment E – fine

Attachment G – Under C. Upon receipt of a donation, the (*Fire Chief will be added*) to send a letter of thanks for the donation made. Becker will look up letter for tax purposes for Fire Chief.

Attachment H – fine

Attachment I – By-laws have been received from the Association but will not be added in attachment.

Cathy Bronk would like this paragraph included for consideration: *All members of the Big Bend Vernon Fire Department are also members of the Fire Department Rescue Association of the Big Bend Vernon Fire Department. The objective of the Association shall be the promotion of the Big Bend Vernon Fire Department, assisting the Fire Department with public education, fellowship among members and civic good will. The Association has its own elected officers and the Chief oversees the operation of the Association. The Big Bend Vernon Fire Board shall maintain the insurance coverage needed for the Fire Rescue Association of the Big Bend Vernon Fire Department to execute its activities. The elected officers of the Association in return shall provide the Fire Board an annual report due March 1 of every year stating its activities, expenses and disbursements for the previous year. The previous verbiage from Cathy Bronk will become Attachment I.*

Motion made by Shea and seconded by Becker to recommend approval of the Rules and Regulations (Policies and Procedures) with attachments based on the changes that were brought forth this evening. Motion carried unanimously.

- Full-time Fire Department/Fire Board Employees benefit package and payout policy DEFERRED 10-16-06/12-18-06/1-15-07 (All Employee Handbook)/TABLED 2-12-07

Motion made by Shea and seconded by Maney to remove the Full-time Fire Department/Fire Board Employees benefit package and payout policy from the table. Motion carried unanimously.

On page 15 the handbook will reference Chapter 40 of the Public Employee Trust Funds for continuing insurance coverage providing the paperwork to the employee for COBRA.

Motion made by Shea and seconded by Fickau to approve based on the changes that Cathy Bronk brought forward of the Employee Handbook dated March 19, 2007 with a clean copy for all Board members. Motion carried unanimously.

- Outsourcing of fire and rescue billing/Chief Buchholtz/TABLED 2-12-07
- Approval of Fire Board Secretary 2007 salary increase/TABLED 1-15-07
- Paid-on-Call Reimbursement Plan/DEFERRED 2-12-07

Chief stated that this Paid-on-Call Reimbursement Plan would eventually be included in the Fire Department Rules and Regulations.

Motion made by Maney and seconded by Shea to table the Paid-on-Call Reimbursement Plan. Motion carried unanimously.

OLD BUSINESS – Discussion and possible action on the following:

- Reconsider motion of approval of 2-12-07 accounts payable

Motion made by Doble and seconded by Fickau to reconsider the motion of 2-12-07

accounts payable. Motion carried unanimously.

The 2-12-07 accounts payable amount presented for approval was \$36,436.46. Due to the Capital expense in the amount of \$4,816.89, the Sherri Jacobi check in the amount of \$1,000 and the addition of \$300 for MetLife the total is \$46,370.24.

- Accounts payable of 2-12-07 and check detail

Motion made by Doble and seconded by Shea to approve the accounts payable of 2-12-07 in the amount of \$46,370.24 and make the changes in the check register. Motion carried unanimously.

NEW BUSINESS – Discussion and possible action on the following:

- Recommendation of auditing firm and costs for 2007 audit

Statement read by President Gauger concerning Carol Shea, John Maney and herself interviewing four auditing firms on Wednesday, February 28, 2007. Prior to these meetings we generated 20 questions that were asked of each firm and independently rated them from one to five. At the end of the day the three of us had the same firms rated, the two least favorable, thereby eliminating them. We then had two remaining, plus our current firm of Johnson & Block left for consideration. On Monday, March 5, Carol Shea and John Maney met with our current auditor to review the reconciliation of the 2006 bank statements. During the course of that meeting additional information was provided to our current auditor and he agreed to return on Friday, March 9 with the answers and to discuss the 2006 preliminary draft audit. Also for the record, I want to eliminate any further rumors of conflict of interest or impropriety with regards to the relationship of our auditor to our secretary/treasurer. The auditor checked for any conflict with his association of independent certified public accountants, and there is no conflict.

The two auditing firms of Schenck Business Solutions and Clifton Gunderson that were rated high by our group came in at a cost of \$7,600 to \$8,220 and we budgeted \$5,500 for a audit and bond for 2007 and based on Johnson & Block's letter, it was \$5,150 for the cost of his audit.

Based on our meetings and lack of any conflict of interest, it is our recommendation that the Fire Board continue to contract with Johnson & Block for auditing services.

Motion made by Doble and seconded by Fickau to accept the recommendation from John Maney, Carol Shea and Marilyn Gauger to continue with Johnson & Block. Motion carried unanimously.

- Recommendation of 2006 Audit from Johnson & Block to Town of Vernon and Village of Big Bend conditional upon Attorney Macy's letter.

Motion made by Shea and seconded by Maney to recommend the approval of the 2006 Audit from Johnson & Block to the Town of Vernon and Village of Big Bend. Motion carried unanimously.

- Recommendation to Town and Village to delete Article V E. 2 a. from our governing Ordinance

Recommendation from the auditing firm to remove Fire Board secretary from signing the Fire Board checks because of checks and balances in the Fire Board office. Suggestion to have President and Vice President and another duly authorized Board member sign the checks.

Motion made by Doble and seconded by Maney to defer this recommendation to our next Fire Board Meeting. Motion carried unanimously.

- Insurance update/Cathy Bronk

Insurance members from Horton Insurance met with Cathy Bronk and the Chief regarding the insurance update for buildings, workers compensation and insurance classes offered by this insurance company.

Station #3 has increased their insured contents to \$50,000.

- Yearly Fire Board member job assignment schedule

Shea gave this idea to Gauger for Fire Board member job assignments and Board's consensus is that this is a good resource tool.

Organizational Chart & Fire Commission will have a meeting deadline of *quarterly* added.

Fire Department Rules and Regulations will have a meeting deadline of *yearly* added.

MINUTES – Discussion and possible action on the following:

- February 12, 2007

Motion made by Maney and seconded by Shea to approve the minutes of February 12, 2007. Motion carried unanimously.

- February 12, 2007 Closed Session

Motion made by Maney and seconded by Shea to approve the Closed Session minutes of February 12, 2007. Motion carried unanimously.

FINANCES – Discussion and possible action on the following

- Accounts payable checks for \$1,000

None

- Accounts payable/Check Register

Recommendation from board members to bring current check register to monthly meetings after Shea approves the invoices that she has viewed (Carol offered but I didn't think we agreed), and then bring checks with invoices attached to fire board meetings. Secretary/Treasurer to generate a list of monthly recurring checks for next agenda.

Motion made by Shea and seconded by Gauger to approve the accounts payable in the check register with improvements coming next month from February 9, 2007 to March 14, 2007 including checks numbered 9530 thru 9587 and 9669 thru 9700. Motion carried unanimously.

- Payroll & YTD Financial Statement from 2-09-07 to 3-14-07

Motion made by Bronk and seconded by Shea to approve the Payroll & YTD Financial Statements from 2-09-07 to 3-14-07 conditional upon the Sherry Jacobi payment of \$1,000 going to salary and benefits and not insurance. Motion carried unanimously.

- 2006 Refund checks for Town and Village

Refunds of \$14,859 for the Village of Big Bend and \$63,476 for the Town of Vernon for a total of \$78,335 will be returned to the municipalities.

Motion made by Doble and seconded by Maney to direct President Gauger to deliver the

refund checks to the Town and Village at their next meeting in April. Motion carried unanimously.

CLOSED SESSION

President Gauger read at 8:50 PM

To deliberate in Closed Session under Section 19.85 (1) © 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; more specifically the Fire Chief and Fire Board Secretary. Participating in Closed Session is the Big Bend Vernon Fire Board, Fire Chief and Fire Board Secretary. Fire Board Secretary has been excused.

Motion made by Maney and seconded by Doble to go to Closed Session at 8:50 PM. Motion carried unanimously.

MOTION TO RECONVENE INTO OPEN SESSION

Motion made by Doble and seconded by Fickau to reconvene into open session 10:34 PM. Motion carried unanimously.

Next Fire Board Meeting will be held at Fire Station #3 on April 16.

Motion to adjourn was made by Shea and seconded by Becker at 10:35 PM. Motion carried unanimously.

Respectfully submitted,

Julie Bauer

Fire Board Secretary/Treasurer

Approved on April 16, 2007 and distributed to Fire Commission, Village of Big Bend and Town of Vernon on April 18, 2007.