

**Proceedings of the Big Bend Vernon Fire Board Meeting  
Fire Station #3  
W233 S7475 Woodland Lane  
August 20, 2007 - 6:30 p.m.**

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 6:30 PM.

Roll Call & Public Notice

Present: Paul Fickau, Carol Shea, Cathy Bronk, Sue Fischer, Marilyn Gauger, Sadie Soneberg, Mike Doble and Ellen Cole.

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

Comments from citizens present -

Fire Board member Sadie Soneberg and Village of Big Bend citizen would like to commend the fire department for the attention they gave to her son when he was injured recently.

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 29 EMS, 17 fire and 3 motor vehicle accidents in the month of July for an incident total of 49. There was mutual aid received in the month of July once. Membership stands at 60.

Probationary Firefighter Ignacio Vasquez has resigned from the Big Bend Vernon Fire Department.

A Fire Commission meeting is scheduled for August 27, 2007 to interview eight paid-on-call applicants.

A current department roster is being handed out by the Chief for the Fire Board's utilization only.

The Chief reported that adjustments to the 2006 quarterly budget report have been made and the Policies, Procedures & Guidelines for the Big Bend Vernon Fire Department remain with the Village and Town Boards and their attorneys for approval.

The Big Bend Vernon Fire Board handbooks are completed and are ready for distribution.

- Fire Board Vice President Shea – Monthly bank reconciliation and pre-approved invoices and Certificate of Deposit

Vice President Shea stated that she pre-approved invoices with check nos. of 10071 and 10070 and checks were sent out before tonight's meeting.

Documentation needs to be obtained on the Certificate of Deposits and any information discussed from prior meetings and how these monies could be utilized by the Fire Department. Fire Board Secretary will look for old minutes on discussions of CD's and how they can be spent. This information will be forwarded to Carol Shea and the Fire Chief.

- Fire Board Secretary – expense line items in the budget have been credited from 2006 expenses that were paid at the beginning of this year from the 2007 budget.

CORRESPONDENCE – Information only

- None

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

- Fire Board Policies and Procedures with attachments as amended by attorneys/TABLED 7-16-07
- Direct deposit of 4 payroll checks every 2 weeks/TABLED 7-16-07

Fire Board secretary stated Citizen's Bank has no program set up at this time for our use of direct deposit.

**Motion made by Doble and seconded by Shea to remove this tabled item from the agenda because the Citizen's Bank has nothing set up at this time for direct deposit of four payroll checks. Motion carried unanimously.**

OLD BUSINESS – Discussion and possible action on the following:

- Report from Officer Hays on ebay revenues.

Officer Hays handed out report regarding ebay revenues on all old equipment that has been sold so far by Greenfield Gallery in the amount of \$378.36.

NEW BUSINESS – Discussion and possible action on the following:

- Job assignment for new members Sue Fischer & Ellen Cole/Attachment "J"

Sue Fischer will be assigned to the Organizational Chart, Fire Department Rules and Regs and Insurance. Ellen Cole will be assigned to Audit and Ordinance.

- 2008 Preliminary budget

Recommendation to Town and Village of the proposed 2008 Fire Department, Fire Board and Fire Commission budgets.

Discussion ensued on 2008 Fire Department, Fire Board and Fire Commission budgets.

**Motion made by Shea and seconded by Fischer to make a recommendation to the Town of Vernon and Village of Big Bend a Fire Department operating fund with revenues and expenses at \$625,815 for 2008. Motion carried unanimously.**

**Motion made by Bronk and seconded by Soneberg to make a recommendation to the Town of Vernon and Village of Big Bend a Fire Board operating fund of \$25,350 for 2008. Motion carried unanimously.**

**Motion made by Bronk and seconded by Fischer to make a recommendation to the Town of Vernon and Village of Big Bend a Fire Commission operating fund of \$1,000 for 2008. Motion carried unanimously.**

Discussion ensued on the 2008 Fire Department Capital Fund to replace ambulance 1151, Paramedic vehicle 1188 and the Chief's vehicle 1101.

**Motion made by Shea and seconded by Fischer to recommend to the Town of Vernon and Village of Big Bend a Fire Capital Fund to replace ambulance 1151 and the paramedic vehicle 1188 in the amount of \$200,000 for 2008. Motion carried unanimously.**

MINUTES – Discussion and possible action on the following:

- July 16, 2007

**Motion made by Doble and seconded by Shea to approve the minutes of July 16, 2007. Motion carried unanimously.**

FINANCES – Discussion and possible action on the following

- Check #10043 to Village of Mukwonago removed in July

**Motion made by Bronk and seconded by Shea to not pay to the Village of Mukwonago \$400 for mutual aid for an ambulance call until further information can be gathered. Motion carried unanimously.**

- Accounts payable/Check Register - Detail

**Motion made by Doble and seconded by Fickau to approve the Accounts Payable/Check Register in the amount of \$47,651.92. Motion carried unanimously.**

- YTD Financial Statement

**Motion made by Bronk and seconded by Soneberg to accept the YTD Financial Statement as presented. Motion carried unanimously.**

Next Meeting will be held on September 17, 2007, 6:00 PM, Fire Station #3.

**Motion made by Doble and seconded by Fischer to adjourn at 10:10 PM. Motion carried unanimously.**

Respectfully submitted,

Julie Bauer

Fire Board Secretary/Treasurer

Approved on October 15, 2007 and distributed to Fire Commission, Village of Big Bend and Town of Vernon on October 17, 2007.