

**Proceedings of the Big Bend Vernon Fire Board Meeting  
Big Bend Village Hall  
Nevins Street  
October 15, 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 6:34 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 -

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 30 EMS, 9 fire and 3 motor vehicle accidents in the month of September for an incident total of 42. There was no mutual aid received in the month of September. Membership stands at 62.

Personnel

Personnel approved for regular full time status is Peter Diehn as of 9/14/2007 and Brian Gilbert as of 9/19/2007.

Probationary firefighter Heather Anderson has resigned from the Big Bend Vernon Fire Department.

Other Items

The Policies, Procedures & Guidelines for the Fire Department remain with the Village and the Town.

Our department hosted a live burn training exercise on Saturday, 9/22/2007 at a vacant house on Artesian Avenue in the Village. Fire personnel from Mukwonago, the Town of Waukesha and the Tichigan Fire Departments joined us.

Fire Prevention Week is currently being completed at our elementary schools and day care facilities.

- Fire Board Vice President Shea – Monthly bank reconciliation, pre-approved invoices and report on special revenue funds and their use.

Vice President Shea informed Fire Board members of CD special revenue fund amounts available, which are all located in the Citizen's Bank of Vernon. Shea would like to see the Larry Zander Memorial Fund used for new computers to replace the system crash that occurred up at Fire Station #3. Cathy Bronk stated that memorial monies should not be used to fix computer problems up at the fire station when it should be coming out of the budget.

Deputy Chief Hays stated that the proposal would be to bring in five business computers and a business server.

Carol Shea stated that Kontney Services will be doing a presentation for the November Fire Board Meeting. ***(At the November 19, 2007 Fire Board Meeting this sentence was changed to state: Pat Hays stated that Kontney Services .....etc.***

Fire Chief Buchholtz stated that he would like to see the Memorial Fund monies for Larry Zander used towards a training facility upgrade because of Larry as Chief and his job as training instructor for Waukesha County which he would have been more than happy to have been a part of to provide more training facilities and training for people in this department.

Carol Shea stated that invoices were approved and reconciliation for monthly bank statement is fine.

President's Note: Per Attorney Macy, invoices can NOT be pre-approved unless we amend the Town and Village Ordinance to indicate such.

- Fire Board President – Joint Meeting regarding 2007 & 2008 Capital Equipment Funds

President Gauger stated that she attended meetings with the Town and Village to bring them up to date on the 2007 Capital Equipment Fund refurbishment of 1162 and both Boards will be attending the joint special meeting on October 29 to review the 2007 and 2008 Capital Equipment requests and approved fund amounts.

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

**Motion made by Doble and seconded by Bronk to take the Fire Board Policies and Procedures with attachments as amended by attorneys off the table. Motion carried unanimously.**

President Gauger stated that all changes have been made to attachments in Fire Board Policies and Procedures by attorneys and Fire Chief and final product will again be submitted to attorneys for final approval.

**Motion made by Doble and seconded by Soneberg to defer the approval of the Fire Board Policies and Procedures to the next meeting until we get a chance to review it. Motion carried unanimously.**

OLD BUSINESS – Discussion and possible action on the following:

None

NEW BUSINESS – Discussion and possible action on the following:

- Special joint meeting with Town of Vernon and Village of Big Bend regarding Capital Fund for 2007 and 2008

President Gauger stated that the Village of Big Bend and the Town of Vernon Boards could all make a special joint meeting at 6:00 PM on Monday, October 29, 2007 – Fire Station #3 as stated above.

- Discussion of 2007 quarterly budget report and possible fund transfers.

Mike Doble and Chief Buchholtz reported on the quarterly budget report and monies actually collected for I-43 and Rescue Runs will be added to the quarterly report.

President Gauger stated any line items over \$1,000 or 10% would be taken to the Town and Village for their approval.

MINUTES – Discussion and possible action on the following:

- Monday, August 20, 2007

**Motion made by Doble and seconded by Fischer to approve the Minutes of August 20, 2007. Motion carried unanimously.**

- Monday, September 17, 2007 Joint Budget

**Motion made by Shea and seconded by Fischer to approve the Joint Budget Minutes of September 17, 2007. Motion carried unanimously.**

FINANCES – Discussion and possible action on the following

- Accounts payable/Check Register - Detail

**Motion made by Fischer and seconded by Soneberg to approve the Accounts Payable/Check Register in the amount of \$46,813.34. Motion carried unanimously.**

- YTD Financial Statement

**Motion made by Bronk and seconded by Fischer to accept the YTD Financial Statement as presented contingent on more information obtained from the secretary on the Insurance line item. Motion carried unanimously.**

- Emergency alternate signor of monthly disbursement checks

President Gauger stated that emergency alternate signor could be the Vice President per our Ordinance and the Vice President should sign the appropriate cards at the Citizen's Bank for the Fire Board's third alternate signor. Currently President Gauger and Board member Paul Fickau are signing the checks which are also consistent with the Town and Village Ordinance. The Vice-President is Carol Shea. She is doing the reconciliation of the monthly bank statements therefore Mr Fickau is the second signor.

President Gauger read the following:

#### CLOSED SESSION

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.

**Motion made by Shea and seconded by Fischer to go into Closed Session at 8:00 PM. Motion carried unanimously.**

#### RECONVENE INTO OPEN SESSION

**Motion made by Doble and seconded by Soneberg to reconvene into Open Session at 9:10 PM. Motion carried unanimously.**

Next Meeting with Village and Town will be held on October 29, 2007, 6:00 PM, Fire Station #3.

**Motion made by Shea and seconded by Doble to adjourn at 9:12 PM. Motion carried unanimously.**

Respectfully submitted,

Julie Bauer, Fire Board Secretary/Treasurer

Approved on November 19, 2007 and distributed to Fire Commission, Village of Big Bend and Town of Vernon on December 3, 2007.

## **Proceedings of the Big Bend Vernon Fire Board Closed Session Meeting October 15, 2007 – 6:30 PM**

### **Big Bend Village Hall**

### **Nevins Street**

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Call Meeting to order.

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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 -

None

Open Meeting held until 8:00 PM

CLOSED SESSION

*President Gauger read:*

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.

**Motion made by Shea and seconded by Fischer to go into Closed Session at 8:00 PM. Motion carried unanimously.**

Discussion followed in Closed Session with regards to the Fire Chief and Fire Board Secretary upcoming performance reviews and dates.

MOTION TO RECONVENE INTO OPEN SESSION

**Motion made by Doble and seconded by Soneberg to reconvene into open session at 9:10 PM. Motion carried unanimously.**

Next meeting with Village and Town will be held on October 29, 2007, 6:00 PM, Fire Station #3.

**Motion made by Shea and seconded by Doble to adjourn at 9:12 PM. Motion carried unanimously.**

Respectfully submitted:

Marilyn Gauger, President  
Big Bend Vernon Fire Board

Approved on November 19, 2007 and distributed to Fire Commission members, Village of Big Bend and Town of Vernon on December 3, 2007.