

**Proceedings of the Big Bend Vernon Fire Board Meeting
Big Bend Village Hall
Nevins Street
November 19, 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 -

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 25 EMS, 11 fire and 7 motor vehicle accidents in the month of October for an incident total of 43. There were two mutual aid calls received in the month of October. Membership stands at 65.

Fire Inspection Audit

On October 24th Susan Birrens, Fire Prevention Coordinator from the Wisconsin Department of Commerce, conducted an onsite audit of our fire department for fire protection services and fire prevention services and our department with her thorough examination passed the audit.

Fire Prevention Week/Month

Our Fire Department staff visited the elementary schools in the Big Bend/Vernon area during October to present our fire safety message for 2007.

Big Bend – Vernon Fire Rescue Association

A fundraiser is being held by the Big Bend Vernon Fire Rescue Association with a portrait program being held to obtain specific equipment for our department.

- Fire Board Vice President Shea – Monthly bank reconciliation

Vice President Shea stated that the monthly bank reconciliation is in good shape.

- Fire Board President – Review of upcoming job assignments

President Gauger reviewed the job assignments for the Fire Board members to date.

CORRESPONDENCE – Information only

- Response from Attorney Macy regarding the Fire Board hiring of all employees

President Gauger read Attorney Macy's letter: "You have inquired as to whether my comments in my October 29, 2007 letter are intended to mean that the Fire Board does not actually hire all employees, only the Confidential Secretary/Treasurer. Although the relationship between the Fire Board and the Fire Commission can be confusing, in my opinion, the statement within the Policies and Procedures that the Fire Board "hires" all employees is correct. All Fire Department, Fire Board, etc. employees are employees of the Fire Board. As such, I believe it can accurately be stated that the Fire Board hires all employees. With regard to the Fire Chief and subordinate firefighters, however, the Fire Board's ability to hire is limited to individuals who have first been appointed by the Fire Commission. Conversely, the Fire Commission's ability to appoint a Fire Chief and to approve appointments of subordinate firefighters is limited to positions that have been authorized by the Fire Board. Essentially, it comes down to a division of responsibilities. In general terms, the Fire Board holds "the purse strings" and the Fire Commission, with regard to the Fire Chief and subordinate firefighters, holds the authority to make and approve individual appointments to positions authorized by the Fire Board and to address disciplinary issues regarding the Fire Chief and subordinate firefighters".

- Citizens Bank of Mukwonago regarding Municipal Cash Management fees and direct deposit of payroll checks
- Notice of nonrenewal for Workers Compensation Policy from Rural Mutual Insurance
- Certificate of Liability Insurance for 2008 for the Village of Big Bend per the Fire Board Ordinance
- Complaint received from the two full-time employees against the Fire Board in regards to their pay raise
- Fax from the Village of Big Bend regarding shared revenues and expenditures going back to the Year 2003 to the present year.

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/DEFERRED 10-15-07

President Gauger stated that Attorneys Macy and Schober are recommending approval of the Fire Board Policies and Procedures to the Town and Village.

Motion made by Shea and seconded by Soneberg to approve the updated Fire Board Policies and Procedures and recommend approval from the Town and Village. Motion carried unanimously.

OLD BUSINESS – Discussion and possible action on the following:

- 2007 & 2008 Capital Equipment expenditures

Fire Board member Fischer wanted clarification on the 2008 Capital Equipment expenditures from the Fire Chief and the other Fire Board members. Chief Buchholtz will provide her with comparison prices between the Chevrolet Tahoe and a Suburban.

NEW BUSINESS – Discussion and possible action on the following:

- Possible fund transfers for Town and Village approval – Chief Buchholtz

Chief Buchholtz stated that the quarterly budget is showing Vehicle Maintenance, Computer and Supplies and Fuel will need funds transferred into those line items.

President Gauger has requested a report showing accounts needing funds transferred before she goes to both the Village and Town on December 6th.

Motion made by Bronk and seconded by Fickau to approve transfer of funding of the 2007 budget to cover the possibility of covering new computers, fuel, vehicle maintenance and wages to be determined by the President of the Fire Board prior to the December 6th Village and Town Board Meetings. Motion carried unanimously.

NOTE: The amount to be transferred into the Vehicle Maintenance account is to cover our shortfall of approximately \$8,000 for our 2007 Capital expenditure.

- Possible rental of Citizens Bank lock box for Certificates – Carol Shea

Motion made by Doble and seconded by Fickau to approve \$20 a year for a lock box at the Citizens Bank of Mukwonago for the Certificates of Deposits from the Fire Board. Motion carried unanimously.

- Role of Fire Board member/Orientation Packets – President Gauger

President Gauger will create a Fire Board member/Orientation Packet for all new fire board members who come onto the Fire Board. When 3 members of this Board gather together, without an agenda, it is a negative quorum which is in violation of the Open Meetings law.

- Report on 2008 insurance coverage – Cathy Bronk and Sue Fischer

Motion made by Shea and seconded by Doble to pay the full premium of \$5,139 to VFIS/Horton for the 2008 Worker's Compensation Policy. Motion carried unanimously. Workers Comp insurance premium is required to be paid the year prior.

MINUTES – Discussion and possible action on the following:

- Monday, October 15, 2007

Motion made by Shea and seconded by Bronk to approve the Minutes of October 15, 2007. Fire Board member Shea wants her name on the bottom of page one amended with Pat Hays stating, "Pat Hays stated that Kontney Services, etc." Motion carried unanimously.

- Monday, October 15, 2007 Closed Session

Motion made by Bronk and seconded by Shea to approve the Closed Session Minutes of October 15, 2007. Motion carried unanimously.

- Monday, October 29, 2007 Special Joint/Capital Equipment

Motion made by Doble and seconded by Shea to approve the October 29, 2007 Special Joint/Capital Equipment minutes. Fire Board member Shea wants "clarifications" replaced with "motions" at the end of the second paragraph on page two. Motion carried unanimously.

FINANCES – Discussion and possible action on the following

- Accounts payable/Check Register - Detail

Motion made by Shea and seconded by Soneberg to approve the Accounts Payable/Check Register in the amount of \$41,113.55. Motion carried unanimously. At the December 17, 2007 meeting this verbiage was added: President Gauger would like to add check number 1004 from the FAP checking account in the amount of \$25.

- YTD Financial Statement

Motion made by Doble and seconded by Fickau to accept the YTD Financial Statement as presented. Motion carried unanimously.

- October YTD Financial Statement regarding the insurance line item

President Gauger stated this insurance line item was an adjusted line in the 2006 audit and going forward this Worker's Comp insurance will be prepaid for the future year's insurance.

CLOSED SESSION

President Gauger read 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, 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 Soneberg to go to Closed Session at 8:06 PM. Motion carried unanimously.

RECONVENE INTO OPEN SESSION

Motion made by Bronk and seconded by Shea to reconvene into open session at 9:30 PM. Motion carried unanimously.

Next meeting date is December 17th, 6:30 PM at the Village Hall in Big Bend.

Motion made by Shea and seconded by Fischer to adjourn at 9:31 PM. Motion carried unanimously.

Respectfully submitted,

Julie Bauer

Fire Board Secretary/Treasurer

Approved on December 17, 2007 and distributed to Fire Commission, Village of Big Bend and Town of Vernon on December 21, 2007.

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Comments from citizens present -

None

Open Meeting held until 8:06 PM

CLOSED SESSION

President Gauger read:

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, 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 Soneberg to go into Closed Session at 8:06 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 Bronk and seconded by Shea to reconvene into open session at 9:30 PM.
Motion carried unanimously.**

Respectfully submitted:

Marilyn Gauger, President
Big Bend Vernon Fire Board

Approved on December 17, 2007 and distributed to Fire Commission, Village of Big Bend and Town of Vernon on December 21, 2007.