

**Proceedings of the Big Bend Vernon Fire Board Meeting  
Big Bend Village Hall  
Nevins Street  
January 23, 2008 - 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 Vice President Shea called the meeting to order at 6:32 PM.

Roll Call & Public Notice

Present: Paul Fickau, Carol Shea, Cathy Bronk, Sue Fischer, Ellen Cole, Mike Doble, Sadie Soneberg and Marilyn Gauger (arrived at 6:33 PM).

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, Membership and Quarterly Financial Report

Chief Buchholtz reported there were 27 EMS, 15 fire and 11 motor vehicle accidents in the month of December for an incident total of 53. We received two mutual aid calls in the month of December. Membership stands at 64.

Chief Buchholtz reported that he has spoken with Chief Rolfe from the Village of Mukwonago on the issue of charging our Fire Department for the use of their paramedics on mutual aid calls. This issue was brought to the attention of their Emergency Services Committee and they were unaware of the information that they had available and what they thought they needed. Chief Rolfe will be putting together some information on this subject to look at the mutual aid issue between our two communities and not as an intercept charge because both of our departments have paramedics available for mutual aid calls.

Chief Buchholtz reported that the Quarterly Financial Budget Report for the Year 2007 is now updated with total expenditures of the operating budget at \$168,042 (89.7 per cent) with amount still available in the operating budget of \$19,213. Payroll for 2007 amounted to \$375,456 (91 per cent) with amount still available of \$36,289. Revenues accrued and collected amounted to \$171,222, which is over by \$46,222. The remaining outstanding bills for 2007 to be paid amount to around \$3,700. Capital expense for refurbishing Engine 1162 in 2007 has been completed and paid for and currently the apparatus is at US Tanker for completion with new tires. Capital expense for 2008 of new ambulance has been placed with Med Tech, due for delivery in late March or early April. The paramedic intercept vehicle has been ordered from the Holz Motors in Hales Corners with a delivery date of late February or early March.

- Fire Board Vice President Shea – Monthly bank reconciliation, computer update and Knox Box Ordinance Report

Vice President Shea informed the Fire Board members that the bank reconciliation is in order

and the new computers are here awaiting a time frame to be installed.

Shea informed the Board members that the Knox Box Ordinance that was passed with the Village of Big Bend is being disputed by the Village of Big Bend business owners and will be brought back to be repealed with the Village of Big Bend Board and possibly brought back at a later time with a lot more knowledge of the Knox Box.

President Gauger informed the Fire Board members that this Fire Board has no input on the Knox Box issue but she felt that this was for a "report only" and we really have no say on this issue.

- Fire Board President – Capital purchase process via "Attachment K" of Fire Board Policies and Procedures and obsolete equipment checks to Town and Village

President Gauger stated that Attachment K of the Fire Board Policies and Procedures has been followed properly in 2008 but for 2009 we really need to nail everything down and have formal approval for all the processes.

Checks were mailed to the Town and Village for the Fire Department's obsolete equipment that was sold on ebay with approval from the Town and Village.

#### CORRESPONDENCE – Information only

- Letter of complaint from Firefighter/EMT Jennifer Klapczynski regarding obtaining late payroll checks
- Per Chief Buchholtz this issue is resolved.

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

- Fire Board member/Orientation Packets – President Gauger/TABLED 12-17-07  
Remains on table

#### OLD BUSINESS – Discussion and possible action on the following:

- Invoice due to Village of Mukwonago and report from Chief Buchholtz on a possible visit to the Village officials for input regarding Paramedic intercept services between our communities without charge.

Please see Chief Buchholtz's report above regarding this issue and the Chief also recommended not paying the two invoices from Mukwonago until their Board has resolved this issue.

Recommendation from Board member Bronk to contact their billing company regarding what is going on so these bills are not sent to collections. Fire Board Secretary will contact their billing agency.

#### NEW BUSINESS – Discussion and possible action on the following:

- Disposal of obsolete Fire Department equipment via an outreach service.

President Gauger stated that this is something that cannot be done at this time per our Ordinance.

**Motion made by Soneberg and seconded by Fickau to table this action until we can gather more information. Motion carried unanimously.**

- Election of President of the Fire Board with term ending 12-31-2008.

**Motion made by Shea and seconded by Cole to re-elect Marilyn Gauger as President of the Fire Board. Motion carried unanimously.**

- Election of Vice President of the Fire Board with term ending 12-31-2008.

**Motion made by Doble and seconded by Fickau to re-elect Carol Shea as Vice President of the Fire Board. Motion carried unanimously.**

- Approval of new monthly mileage log report for Chief on new paramedic intercept vehicle

Fire Board member Fischer wanted this subject discussed so there could be some sort of control on the mileage of the new intercept vehicle that the Town and Village could see the mileage usage or statistics of vehicle for budgeting purposes.

Fire Chief stated that there is a monthly maintenance report on each apparatus that could be shown to the Board if they so wish and he has not seen any abuse of the intercept vehicle that is now being utilized by our paramedics.

Fire Board member Bronk suggested that this allowable and proper use of the vehicles should be explained in the Fire Department Policy and Procedures.

This item will be removed from the agenda.

MINUTES – Discussion and possible action on the following:

- Monday, December 17, 2007

**Motion made by Bronk and seconded by Fischer to approve the minutes of December 17, 2007. Carol Shea would like to amend the motion to say on page 1 of minutes under Fire Board President Reports:**

**Fire Board President – update on safe deposit box, etc. (instead of lock box) and that “President Gauger stated that she has paid for the safe deposit box (instead of lock box) and the original Certificate of Deposits are now in the safe deposit box (instead of lock box) at the Citizen’s Bank. ....etc. Amended minutes okay with Bronk and Fischer. Motion carried as amended with one abstention by Doble.**

- Monday, December 17, 2007 Closed Session

**Motion made by Shea and seconded by Cole to approve the Closed Session minutes of December 17, 2007. Motion carried with one abstention by Doble.**

FINANCES – Discussion and possible action on the following

- Accounts payable/Check Register - Detail

**Motion made by Shea and seconded by Doble to approve the Accounts Payable/Check Register in the amount of \$88,809.79. Motion carried unanimously.**

- YTD Financial Statement

**Motion made by Shea and seconded by Doble to accept the YTD 2007 Financial Statement as presented. Motion carried unanimously.**

**Motion made by Bronk and seconded by Shea to accept the YTD 2008 Financial Statement as presented. Motion carried unanimously.**

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 date 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 Board Secretary and Fire Chief.

**Motion made by Bronk and seconded by Soneberg to go into Closed Session at 7:59 PM. Motion carried unanimously.**

RECONVENE INTO OPEN SESSION

**Motion made by Doble and seconded by Shea to reconvene into open session at 9:40 PM. Motion carried unanimously.**

**Motion made by Doble and seconded by Shea to approve a 3.5% cost of living salary increase effective 1-01-08 for Fire Chief Buchholtz. Motion carried unanimously.**

**Motion made by Fischer and seconded by Soneberg to approve a 3.5% cost of living salary increase effective 1-01-08 for Fire Board Secretary Bauer.**

Next Meeting will be held on Monday, February 25, 2008, 6:30 PM at Fire Station #3.

**Motion made by Shea and seconded by Fischer to adjourn at 9:48 PM. Motion carried unanimously.**

Respectfully submitted,

Julie Bauer

Fire Board Secretary/Treasurer

Approved on February 25, 2008 and distributed to Fire Commission, Village of Big Bend and Town of Vernon on March 12, 2008.