

**Proceedings of the Big Bend Vernon Fire Board Meeting
Fire Station #3
W233 S7475 Woodland Lane
Monday, July 28, 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 President Gauger called the meeting to order at 6:35 PM.

Roll Call & Public Notice

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

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

Motion made by Fischer and seconded by Soneberg to deviate to agenda item 8. b. Lease Agreement with Tess Corners Fire Department for use of Engine 1161. Motion carried unanimously.

Discussion ensued with Fire Board members, Fire Chief and Fire Department officers regarding Tess Corners needing a Fire Engine if their Muskego/Tess Corners Fire Department is merged and Tess Corners takes over as one department.

The Assistant Chief from Tess Corners informed the Fire Board that a lease agreement could be worked up and presented to the Big Bend Vernon Fire Department by this Friday to be forwarded to both Town and Village Boards regarding insurance and maintenance concerns for using Engine 1161.

Fire Board members were in consensus that this would be a wonderful thing to do for our neighboring community.

President Gauger read the rules for Public Comment.

Public Comments from citizens present -

William Craig would like to know if there is going to be a breakdown in the 2009 budget regarding the expenses of our fire department versus other fire departments in our area.

Carol Shea would like to remind everyone of the National Night out on Tuesday, August 5 at the Village of Big Bend Park.

Motion made by Fisher and seconded by Fickau to deviate to the Proposed 2009 Budget, item 7. a. on the agenda. Motion carried unanimously.

Discussion ensued with Fire Chief and Fire Board members concerning the proposed Fire Department and Capital budget for 2009.

President Gauger would like to see an revenue and expense line items added in the budget for any grants received and the Certificate of Deposit funds should also be listed.

President Gauger discussed the 2009 Fire Board budget. She asked that \$2,000 be added for computer update and a new printer be taken from the 2008 approved budget. Fire Commission President Wilde requested \$1,000 for the proposed 2009 budget.

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 22 EMS, 10 fire and 5 motor vehicle accidents in the month of June for an incident total of 37. We received Mutual Aid in the month of June two times and current membership stands at 59 total members.

- Fire Board Vice President Shea – Monthly bank reconciliation

Vice President Shea will contact auditor regarding un-cleared payroll checks that are listed on the monthly bank reconciliation and revisit the existing Fire Board policy regarding this issue.

Vice President Shea stated that the bank reconciliation is in line

- Fire Board President – expenses charged on STH 164 and I-43 & Fire Department Rules, Regulations and Guidelines.

Explanation of charges for STH 164 and I-43 charges were explained to Fire Board by Fire Chief and Fire Board Secretary concerning calls where an Engine has to be on site for an accident, grass fire or extrication of individual.

Vice President Shea stated that Fire Department Rules, Regulations and Guidelines are being finalized and then Fire Board member Mike Doble will be putting this on special software so it can't be changed and then this disk will be turned over to the Town and Village for their attorneys review with an outcome of the Town and Village approving same.

CORRESPONDENCE – Information only

- None

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

- Inter-municipal Agreement Ordinance updates/TABLED 3-24-08

Remains on table

- Possible amendments to the Big Bend Vernon Employee Handbook/Carol Shea/TABLED 6-23-08.

Remains on table

OLD BUSINESS – Discussion and possible action on the following:

- Proposed 2009 Budget pursuant to Article V J.2.a. – submittal of proposed budget by Fire Chief not later than August 1st

Please see motion to deviate and discussion above for this agenda item.

NEW BUSINESS – Discussion and possible action on the following:

- Fire Board Policies and Procedures amendment for Attachment “F” – addition of new Paramedic Intercept charge and other updates.

Motion made by Fisher and seconded by Bronk to table Fire Board Policies and Procedures amendment for Attachment F. Motion carried unanimously.

- Lease Agreement with Tess Corners Fire Department for use of Engine

Please see motion to deviate and discussion at beginning of these minutes for this agenda item.

MINUTES – Discussion and possible action on the following:

- Monday, June 23, 2008

Motion made by Shea and seconded by Soneberg to approve the minutes of June 23, 2008. Motion carried unanimously.

FINANCES – Discussion and possible action on the following

- 2008 Capital/Paramedic vehicle equipment invoices

Motion made by Bronk and seconded by Fisher to approve \$13,517.80 of invoices for the 2008 Capital/Paramedic vehicle equipment which includes: Emergency Lighting, Viking Communications, Motorola, Signs & Lines by Stretch, Bendlin Fire Equipment Co. and General Fire Equipment Co. Motion carried unanimously.

- Accounts payable/Check Register – Detail

Motion made by Soneberg and seconded by Fickau to approve the accounts payable/check register – detail in the amount of \$54,500.44 (\$54,497.44). Motion carried unanimously.

- YTD Financial Statement

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

- Fire Department participation in National Night Out and possible contribution.

Reminder from Carol Shea regarding National Night Out and possible donation from fire department budget for bug spray.

Note: The BBVFD participated in the National Night Out however a donation of dollars was not approved or given.

Next Meeting will be held on August 25, 2008 at 6:30 PM, Fire Station #3. The Special Budget Meeting will be held with the Town and Village on September 15, 2008 FS #3 at 6:00 PM.

Motion made by Bronk and seconded by Shea to adjourn at 8:45 PM. Motion carried unanimously.

Respectfully submitted,

Julie Bauer

Fire Board Secretary/Treasurer

Approved on August 18, 2008 and distributed to Fire Commission, Village of Big Bend and Town of Vernon on August 20, 2008.