

**Proceedings of the Big Bend Vernon Fire Board Meeting  
Fire Station #3  
W233 S7475 Woodland Lane  
Monday, November 17, 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.

Roll Call & Public Notice

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

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

Public 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's report stated there were 25 EMS, 17 fire and 8 motor vehicle accidents in the month of October for an incident total of 50. We received Mutual Aid in the month of October once and current membership stands at 54.

*(Fire Board President Gauger asked the Fire Chief for a current fire department organizational chart)*

- Fire Board Vice President Shea – Monthly bank reconciliation

President Gauger reported that Vice President Shea's report to her stated that the bank reconciliation appears to be in order, and that the two check's in question from the October meeting were reissued correctly and the CD in the amount of \$46,729.21 has been renewed for a period of 15 months.

*(Fire Board President asked the Fire Board Secretary to come up with some sort of policy for employee payroll checks that are un-cashed that could be attached to the Fire Board Policies and Procedures and a report on the un-cleared ambulance bills with the Village of Mukwonago for our next meeting).*

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

- Donation of cabin cruiser and other items to Fire Dept/TABLED 10-15-08

**Motion made by Doble and seconded by Fickau to remove this item from the agenda. Motion carried unanimously.**

Fire Board member Doble stated that he discussed the donation of the cabin cruiser with Dave Nowicki and that it doesn't make a lot of sense to have a boat for this department but it was a very kind gesture and Mr. Nowicki has decided to donate his boat to Rawhide.

Fire Chief Buchholtz will send Dave Nowicki a thank you note for his kind gesture.

OLD BUSINESS – Discussion and possible action on the following:

None

NEW BUSINESS – Discussion and possible action on the following:

- Review and approve amended 2009 budget to include inclusion of Capital Expenditure for a Rescue Vehicle.

**Motion made by Doble and seconded by Fickau to approve the amended 2009 Capital Expenditure budget of the three items of the Fire Engine Tender (1191) refurbished, the special Rescue Vehicle Equipment Truck (1176) and the FEMA Grant for the firefighters breathing apparatus replacement in the amount of \$99,051 with \$82,855.83 coming from the Town of Vernon and \$16,195.17 from the Village of Big Bend. Motion carried unanimously.**

- Funds needed for repair of the pump on Engine 1161

Fire Chief Buchholtz explained repairs needed on pump Engine 1161 and discussion ensued on where the funds will be coming out of the 2008 budget which Mike Doble explained that there are areas in the budget that could be utilized for this expense.

No action will be taken at this time until the invoices have been received for this repair.

MINUTES – Discussion and possible action on the following:

- Monday, September 15, 2008

**Motion made by Doble and seconded by Fischer to table these minutes until our next meeting in December. Motion carried unanimously.**

- Wednesday, October 15, 2008

**Motion made by Doble and seconded by Fickau to approve the October 15, 2008 meeting minutes with the change that, "Jamie Soneberg made public comments supporting the special equipment truck and that he thinks that the Chief did a very good job of finding this truck". Motion carried unanimously.**

- Thursday, October 23, 2008

**Motion made by Doble and seconded by Fisher to approve the October 23, 2008 meeting minutes. Motion carried unanimously.**

FINANCES – Discussion and possible action on the following

- Balance in Fire Board Computer line item

**Motion made by Fischer and seconded by Cole to upgrade the QuickBooks's software program on the Fire Board computer and purchase a new printer out of the 2008 Fire Board computer line item budget. Motion carried unanimously.**

- Other adjustments of shared revenue check in the amount of \$2,200 back to the Village of Big Bend.

**Motion made by Doble and seconded by Fickau to table this agenda item of \$2,200 back to the Village of Big Bend until President Gauger has a chance to do a little research regarding this item. Motion carried unanimously.**

- Accounts payable/Check Register – Detail

**Motion made by Doble and seconded by Fischer to approve the accounts payable/check register – detail in the amount of \$68,284.10 which includes the addition of check number 11483 to the Town of Vernon for fuel in the amount of \$5,840.12 and the removal and holding back of check 11414 to the Village of Big Bend in the amount of \$2,200. Motion carried unanimously.**

- YTD Financial Statement

**Motion made by Doble and seconded by Fickau to accept the YTD 2008 Financial Statement as presented with the Accrual Basis of the Profit & Loss Budget vs. Actual only being used for the Fire Board Meetings. Motion carried unanimously.**

Next Meeting will be held on December 15, 2008 at 6:30 PM, Fire Station #3.

**Motion made by Doble and seconded by Fickau to adjourn at 7:40 PM. Motion carried unanimously.**

Respectfully submitted,

Julie Bauer

Fire Board Secretary/Treasurer

Approved on December 15, 2008 and distributed to Fire Commission, Village of Big Bend and Town of Vernon on December 22, 2008.