

BROOKLYN FIRE & EMS DISTRICT BOARD MEETING MINUTES 8/15/18

Meeting was called to order at 6:32 pm by President Mark O'Brien. Members present were Kim Gruebling, Jim Lunde John Marx and Sue McCallum. Also present were Tom Bowers, Brock Padley, Wayne Ace, and Joanne Van Norman.

Motion: McCallum/Lunde to approve minutes of 6/20/2018 meeting. Motion carried.

No Public Comments

Motion: McCallum/Gruebling to accept Proposal from Hillestad Heating, Air Conditioning and Refrigeration Inc. to replace (4) Furnace thermostats with April Aire digital programmable thermostats for \$600 including labor. Motion carried.

Motion: Lunde/Gruebling to authorize Hillestad to perform maintenance and repairs on all the furnaces and A/C's as soon as possible. Motion carried.

Motion: Gruebling/Marx to pay Joanne Van Norman for 40 hours worked preparing for and assisting in 2016-2017 audits at a rate of \$20/hour. Motion carried.

Chief Bowers reported that there are two new members – Pat Martin and Charlie Raemisch. They will begin training soon.

Old Tender 8 was sold by WI Surplus for \$4,495. It is in Evansville.

The 2019 Fire Budget was discussed.

The "Equipment, New" line included \$100,000 for purchase of the new SCBA equipment next year. \$110,000 is currently in a CD at Monona Bank, Brooklyn and designated for SCBA purchase. Do the Municipalities want to individually finance the balance due at the time of purchase? If so, the mill rate would change from .84 to .56.

Cellphones/Modems was reduced to \$1,000; \$5,000 added to Accounting to assist with cost of 2018-18 audit (2020 Budget). (Shared with EMS)

Motion: Marx/Lunde to forward proposed Fire budget with changes to Municipalities for approval at 9/12/18 Annual Jt. Municipal Meeting. Motion carried.

Assistance EMS Director Brock Padley reported that there are 2 more Part-time employees – Cathy Anderson and Joe Kalscheur. There are now (4) active Part-time, (1) out with injury and (1) inactive at this time.

Padley stated the scheduling and managing the Part time Personnel is becoming a full time job. They want to have meetings when they are on duty but he is working at that time; they call with issues at the station and he has to come to the station etc. It is costing him wages. He stated that there needs to be a Manager just for the Part time people. He also questioned if EMS Officers can also be Part time employees Is this a conflict of interest? The District Board does have the final say on who the Fire Chief, Assistant Fire Chief, EMS Director and Assistant Director will be. If they disagree with who the Associations vote in, they can instruct them to re-vote. It was felt by the District Board that the By-Laws of both Associations should be changed to reflect that it is not a popularity vote but a vote for a qualified person for any Officer position. There was discussion on how to manage the Part time employees, who should do it etc. It was decided that there should be a special Closed Session District Board meeting to discuss

with those involved (Officers, Part time Employees) what the expectations are and how to accomplish them.

The 2019 EMS Budget was discussed. (EMS Director Dan Dean was not in attendance to answer any questions but was available by phone.) Changes were made as follows:

Add \$2875 to Accountant line to assist with cost of 2018-18 audit (2020 Budget). There was lengthy discussion by the Board Members regarding the wages for EMS particularly for Part time EMT's. There seems to have been a large amount of excess funds for the past few years. Should this be carried over each year or should the wage line item be decreased? Should a Manager be hired? Mark O'Brien will speak with the EMS Director to find out why the funds are not being used. Are new people being advertised for etc? It was decided to reduce the per capita from \$58.01 to \$50 by using unallocated funds of \$26,895.

Motion: Gruebling/McCallum to forward proposed EMS budget with changes to Municipalities for approval at 9/12/18 Annual Jt. Municipal Meeting. Motion carried.

District Clerk/Treasurer requested that each Board Member share the copy of the Final Audit with their Clerk. On page 9 there was a statement that possibly not all of our bank funds were insured by the FDIC. They insure up to \$250K. We don't belong to the Local Government Investment Pool so there is no extra coverage through them. She will discuss with the bank and find out how to make sure all the funds are covered. Whether it be putting some money in another bank etc.

There were also 2 sheets to be used to be used by a Board Member to review the Bank Statements, Credit Card charges and Payroll on a monthly basis. John Marx agreed to perform this review monthly.

She asked that the Board actively consider posting/advertising for a new District Sec/Treasurer to begin no later than January 1, 2019. She will try to do as much training as possible but may have limited time to do so. She asked for an increase in Salary to \$9,000 hoping that it would be a wage that would entice someone to consider the position.

Financials statements were handed out and if any questions, please contact her.

The date for a Closed Session District Board Meeting to discuss how officers of Fire and EMS are elected and the issues that are occurring with management of the Part Time EMTS. Tom Bowers was requested to attend the meeting. Brock Padley will contact EMS Director Dean to verify that he is available on Wednesday, 9/5/18 at 6:30 pm. The agenda will be written to include a Closed Session to discuss Personnel issues. After adjourning Closed Session, there will be the option to vote on any action deemed necessary from Closed Session.

Gruebling/Lunde motion to adjourn at 9:00 pm. Motion carried.