

## BROOKLYN FIRE & EMS DISTRICT BOARD MEETING MINUTES 9/19/18

Meeting was called to order at 6:30 pm by President Mark O'Brien. Members present were Kim Gruebling, Jim Lunde John Marx and Sue McCallum. Also present were Tom Bowers, Dan Dean, Brock Padley, Wayne Ace, and Joanne Van Norman.

Motion: Gruebling/Lunde to approve 8/15/18 minutes as written. Motion carried.

Public Comments: John Marx reported that he had received a new version of Public Records Retention. He will review it.

Motion: Lunde/Marx at 6:40 pm to convene into Closed Session in order to consider employment, promotion, and compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility – Fire and EMS Personnel matters. Motion carried.

Motion: Lunde/Gruebling to reconvene into open session at 7:55 pm. Motion carried.

No action taken on Revised Year-end Cash-on-hand Reports for Fire and EMS.

Motion: Marx/Lunde to make the following changes to Job Description for District Secretary/Treasurer:

Change "2014 Budget salary is \$5,000/year" to "Annual Budget salary is \$9,000." To pay Van Norman \$20/hour for all time spent training.

Change "Estimated range of 15-20 hours per month" to "30-50".

Motion carried.

Motion: McCallum/Marx to approve Job Description for District Secretary/Treasurer position with the following changes:

Remove "maintain company financial reporting" and replace with "Responsible for all State and Federal Financial Reporting".

Remove "Solve problems as they present themselves."

Motion carried.

Motion: McCallum/Marx that the Job opening should be advertised in the following papers: Oregon Observer, Evansville Review, Albany and Belleville papers, on WI. Job website, Municipal and Fire District websites with a copy of the Job Description and where to send Resumes. (Only submit by mail or email). Deadline for Resume submission will be November 15, 2018.

District Sec/Treasurer reported that the new thermostats have been installed and furnaces and a/c units serviced. A part was order for an a/c unit. Also, she is dealing with the Coverall cleaning company regarding the condition of the tile floor. They have ruined the finish on the floor. Been in contact with them since last May and has withheld payment for August and September invoices pending resolution.

Next meeting will be on 10/17/18

Lunde/Gruebling to adjourn at 8:35 a.m. Motion carried.