

BROOKLYN FIRE & EMS DISTRICT BOARD MEETING MINUTES 10/17/18

Meeting was called to order at 6:34 pm by Vice President John Marx. Members present were Kim Gruebling, Jim Lunde, and Sue McCallum. President Mark O'Brien was absent. Also present were Tom Bowers, Dan Dean, Brock Padley, Wayne Ace, and Joanne Van Norman.

Motion: McCallum/Gruebling to approve 9/19/18 minutes as written. Motion carried.

No public comments

Motion: Marx/Gruebling to deny request from Cheri Crubaugh to allow a Vendor Fair to be held at the Fire Station on 12/2/18. This would be a fundraiser for EMS. It was felt that the building would not be secure and there wouldn't be enough room. It was suggested that she contacted the Town of Brooklyn and the Village of Brooklyn regarding the use of their facilities. Motion carried.

Marx, Lunde and Mc Callum reported on attending the Fire and EMS monthly meetings to discuss how officers are elected and the possible combining of departments. All reported that the combining of departments was positively received by the members – more so by EMS. As far as hiring of Chief, Assistant Chief and EMS Director and Assistant Director, there was some concern expressed regarding who would hire/fire. If the District Board hired the officers, then only the Board could fire an officer. It was stated to the members that all of this is in a preliminary stage and more information is needed before moving forward. Members were asked to bring any thoughts/concerns to the Board. We would not be moving forward with proposals for combining the services and hiring of officers until after the first of the year. Marx suggested putting together proposals for each and having more input from the members. This will be revisited after January 1st.

Chief Bowers reported that some helmets need to be replaced because they are beyond their length of use. Dan Dean asked if members wanted to keep their old helmets, would that be alright with the board. Chief Bowers stated that all reference to "Brooklyn Fire Dept." would have to be removed first. Gruebling and Marx felt that if a member wanted their helmet, they should pay \$10 for it.

He reported that one new member had to resign because of the time commitment. Leif Spilde attended a DOT meeting regarding Hwy 14. DOT is talking about putting a round-about at 14 and 92.

EMS Director Dean reported that the ambulance will be on Marcie Dr. for Halloween from 4:30-7:30. There will be a station tour for Brooklyn Kindergartners on Fri. 10/19 from 12:30 – 1:30 pm.

An EMT had expressed concern regarding the ambulance being at a controlled burn in Oregon (on Janesville St. by Kwik Trip) from 6 am to noon. The location is 1.5 miles out of our District. The ambulance will be staffed and not out of service. We've done this before and it gives members experience if fire rehab etc. Board Members did not see a problem with attending the burn.

He also reported on an issue with a new field on the run reports asking for a patient's social security number. He was told that someone from Cvikota had requested that Dane County

provide the field. When talking with Cvikota, they told him that it was for collection purposes. He is not in favor of asking for that information from a patient. Van Norman stated that it is needed for Cvikota to submit unpaid balances to the State TRIP program. This is a program that deducts any claims for payment from the taxpayers income tax refund. This has been used in the past but apparently the State is now requiring a DL number or SS number. Dean was not in favor of sending unpaid balances to collection because people may not call 911 if they can't pay the bill. Van Norman stated that we have had a collection policy in effect since before outsourcing the billing for ambulance runs. We contracted with H.E. Stark Collection agency at that time. Since changing the billing to Cvikota, we have not submitted any past due balances to them for collection.

Marx reported that the Town of Brooklyn will be putting up a 300' communication tower (AT&T) at their recycling center. There may be access to it for the Fire and EMS which could possibly improve radio reception in the Green County area. There is no start date and it may not be constructed for a long time.

He also reported that he doesn't have an approved records retention schedule yet. He would like to start inventorying the file room in the meantime. He and Van Norman will get together to start that process. Also, any records older than 7 years cannot be destroyed without notifying the State Historical Society 60 days in advance.

Marx provided a copy of a spreadsheet showing cash balances that he developed after meeting with Heather Kirkpatrick from the Village of Brooklyn. There was extensive discussion regarding the estimating of Unallocated Funds for Fire and EMS and the usefulness of the spreadsheet etc. No action was taken at this time.

Motion: Marx/Lunde to appoint Sue McCallum, John Marx, and Mark O'Brien to the Interview Committee for the District Sec/Treasurer position with Wayne Ace as an alternate if O'Brien isn't available. Motion carried.

Van Norman distributed the Financial Statements ending 9/30/18. She will email copies to the Clerks. The issue with Coverall Cleaning has not been resolved yet. They are going to file an insurance claim. Since the invoices have not been paid, they may possibly suspend cleaning services. The insurance renewal process has been started and she should know by the next meeting what our increase for 2019 will be.

Next meeting will be on Wed. 11/28th at 6:30 pm.

Motion: Lunde/Gruebling motion to adjourn at 8:18 pm. Motion carried.