

BROOKLYN FIRE & EMS DISTRICT BOARD MEETING MINUTES 1/16/19

Meeting was called to order at 6:32 pm by President Mark O'Brien. Members present were Kim Gruebling, John Marx and Sue McCallum. Also present were Mason Barber, Dan Dean, Brock Padley, Linda Kuhlman, Joanne Van Norman and Sarah Andrisevic.

Motion: McCallum/Gruebling to approve minutes of 12/19/18 minutes as written. Motion carried.

Chief Barber handed out year-end reports for 2018. Reported they had several open houses, station tours and fundraisers. There were a total of 133 incident reports. There are two new applicants and they are talking to some other potential applicants and he is hoping to get their numbers up. He reported fire engine #2 will need to be replaced, has exceeded its 20 year life. They have formed a committee in their January meeting to come up with pricing for a new truck. Payroll for 2018 was completed. Thanked everyone for their support in taking over as chief.

Motion: McCallum/Gruebling to file insurance claim for repairs to resident's mailbox. Motion carried.

Motion: McCallum/Gruebling to approve a credit card with a \$5,000 limit for Chief Barber. Motion carried.

Motion: Marx/Gruebling to purchase a cell phone for Chief Barber and a tablet for the Fire Dept. Motion carried.

EMS Director Dean handed out year-end reports for 2018. Reported daytime part-time hours were close to 4,300, 18,000 volunteer hours, ambulance was in service over 96%. There were 173 calls. Average run time has dropped down to 4 minutes and 6 seconds. Reported on all the services they provide to the community: rescue kids program, Halloween, station tours, community CPR classes, ems services for labor celebration, wellness checks for seniors in the area. He is working with the principal at the elementary school to do some presentations in the fall during fire prevention week. Answered questions regarding runs by town and how the day crew is doing.

Motion: Gruebling/Marx to contract with Family Services for Member Assistance to offer counseling services to employees for \$22 per employee. Motion carried.

EMS Director Dean proposed creating a committee of EMS/Fire officers and a few board members to move forward with discussion of combining Fire and EMS departments.

District Sec/Treas (Sarah) and Assistant District Sec/Treas (Joanne) have met several times for training. Joanne has been wrapping up items from 2018. Hope to have year-end financial statements at the February meeting. Reported keeping track of 2 departments is a lot of work and combining the departments would be beneficial for this position. Joanne brought up wages for the Assistant District Sec/Treas, she has been keeping track of time for training purposes vs additional time wrapping up other items.

Motion: Gruebling/McCallum to approve purchase up to \$500 for new office furniture for District Sec/Treas. Motion carried.

Motion: McCallum/Gruebling to approve a credit card with a \$5,000 limit for District Sec/Treas. Motion carried.

Motion: Gruebling/McCallum to approve purchase of new iPhone and accessories for \$60 for District Sec/Treas. Motion carried.

John Marx updated the board on the record retention policy. He will be writing a letter to the historical society to get permission to get rid of documents older than 7 years but less than 75 years.

Next meeting will be on Wed. 2/20/19.

Motion: McCallum/Gruebling to adjourn at 8:07pm. Motion carried.