

BROOKLYN FIRE & EMS DISTRICT BOARD MEETING MINUTES 1/15/2020

Meeting was called to order at 6:30 pm by President Mark O'Brien. Members present were Kim Gruebling, John Marx, Brit Springer, and Jim Lunde. Also present were Mason Barber, Dan Dean, and Sarah Andrisevic.

Motion: Gruebling/Lunde to approve minutes of 12/18/2019 meeting as written. Motion carried.

No Public Comments

The board discussed putting unallocated EMS or Fire funds into a CD to use for future capital purchases. As of the date of the meeting, the sweep account is earning better interest rates than a CD would. Instead, the board would like to see the "30% Budget Reserve" balance separated out on the balance sheet, to track unallocated funds easier. Motion: Marx/Springer to not put any unallocated funds into a CD account. Motion carried.

Motion: Springer/Marx to accept change with deposit account security at State Bank of Cross Plains. Motion carried.

Motion: Marx/Lunde to approve use of fire station by municipalities as a polling station in the event of an emergency. Motion carried.

The Fire Chief discussed giving the Village of Brooklyn Police another key fob to the station to keep in the squad car. He also discussed give the Village Police access/permission to use the vehicle wash bay for their squad cars until the completion of the public works addition in the spring. Motion: Marx/Lunde to approve Village of Brooklyn Police to have key fob in squad cars and use of stations wash bay. Motion carried.

Chief Barber reported the department had 12 calls during December. There were a total of 169 calls in 2019, up from 133 in 2019. The department will have training during January on the new air-packs. The 2nd lieutenant/training officer position has been filled. The 3rd lieutenant/medical officer position was vacated when Justin Wicik moved up to a captain position, and did not get filled, but EMS Director Dean offered to oversee those medical officer responsibilities. The department documented 944.76 hours of being on calls for the year, which does not include training, meetings or public relations. During 2019, the department added 6 members and there is 1 prospective member looking to join during 2020.

EMS Director Dean handed out a yearend summary report that shows 197 calls during 2019. It breaks out the calls by municipality, type of call, call location, time of day, average call times. The department had an interview for another part-time EMT. The Department documented 18,179 hours of being on calls for the year. The ambulance was out of service 551 hours during 2019, which is about 6% of the time. EMS Director Dean and Chief Barber attended EMS Days at the capital. EMS Director Dean mentioned there should really be a full time supervisor position to oversee the part-time EMTs. He recommends the departments merge and hire a full time Fire Chief to oversee Fire and EMS.

John Marx handed out two reports that show a summary of the type of calls the department responds to in and out of the District. One report was the total for 2019 and one for the fourth quarter of 2019.

The board asked Chief Barber if he would be interested in the full time Fire Chief position, if there is one, and he indicated he has some interest. They asked him to bring his estimated salary

requirements to the next board meeting. John Marx will inquire about salary and benefit comps of other fire departments and look into state benefits for health insurance/retirement.

The District Secretary handed out December and year-end financials. Fire was over-budget due to payment of 2019 salaries in December 2019 instead of paying in January 2020.

Next meeting will be February 19, 2020.

Motion: Gruebling/Marx to adjourn at 8:20 pm. Motion carried.