

BROOKLYN FIRE & EMS DISTRICT BOARD MEETING MINUTES 10/14/2020

Meeting was called to order at 6:30 pm by Vice President John Marx. Members present were Kim Gruebling and Jim Lunde. Members Brit Springer and Fred Clark were present via online video conference. Also present were Mason Barber and Dan Dean. Sarah Andrisevic was present via online video conference.

Motion: Gruebling/Lunde to approve minutes of 9/23/2020 meeting as written. Motion carried.

Deana Zentner informed the commission about a program tailored for rural communities: RF-DASH (Rural Firefighters Delivering Agricultural Safety and Health). She would be glad to provide more information about the program. Springer is interested in the program and would like to discuss it at the November meeting. Chief Barber will look into it.

Chief Barber stated prior to his time as the chief, the fire officer salaries were approved to be increased to be consistent with EMS officer pay. The total increase would be \$1,950. Since the increase had already been approved in a prior year, no vote by the board was needed.

Marx asked the board members for an update on status of the changes the district approved to the district agreement for each municipality. Gruebling commented the Town of Union approved the changes. Lunde commented the Town of Rutland has not yet voted on the changes. Marx commented the Town of Brooklyn approved the changes. Wayne Ace commented the Town of Oregon has not discussed the changes. Springer commented the Village of Brooklyn did not approve the changes. Springer also commented it was discussed at the district meeting that any changes to the agreement would be discussed during the strategic planning process.

The District Secretary commented the district has applied for the CARES Act Provided Payment Program. She has received communication that completion of initial work with applicants is scheduled to end on Friday, October 16th and after which the application review and check distribution process is expected to take up to 6 weeks to complete.

John Marx was nominated as the District representative for the Fire/EMS Strategic Plan committee.

The board discussed appointing a temporary president, John Marx read the agreement which states the vice president shall discharge the duties of the president in the event of his/her absence or disability: and perform such additional duties as may arise from time to time be prescribed by the commission or president. The president position will be voted on again during the next term. No action taken.

Gruebling asked the fire department if they would be able to purchase extraction equipment for the new fire truck from this year's budget, since the current equipment is 30 years old. Chief Barber reported the department is able to purchase demo equipment for a reduced price: a cutter and a spreader. They had been looking to purchase a 3 piece set that was approximately \$30,000, but cannot afford during 2020. The price for the two pieces is approximately \$17,500. They are one year old demos and still carry the remainder of the warranties. He was also advised the NFPA rates extrication tools with a 10 year life span. The set on engine #2 is easily 3 times past that. He plans to purchase the tools using the money received from the 2% dues and the new equipment budget line. They would be looking to purchase the 3rd tool from the set in 2021.

Chief Barber discussed the disposal of engine #2. The new truck is expected to be completed in 4 or 5 weeks and they need to make room for it. EMS Director Dean commented he would be interested in purchasing the truck personally. He would like it for historical/sentimental reasons. The board stated they have a fiduciary responsibility to get the best deal they can for the truck and it should be listed on Wisconsin Surplus.

EMS Director Dean recommended allocating the full 10% increase of \$18,459.80 for the 2021 EMS budget to the salary line. Chief Barber recommended allocating the 10% increase of \$17,897.80 for the 2021 Fire budget to the following budget lines: \$10,000 to new equipment, \$2,000 to new pagers, \$1,500 to new radio, \$500 to dues, \$300 to office supplies and \$3,597.80 to salaries.

Chief Barber reported the department had 17 calls during September, 2 mutual aid calls. The fire department went back to virtual member meetings. Engine #2 has a pre-completion inspection in early November. The department is only allowed to bring 3 people for the inspection. The department received a Forest Fire Protection grant, which is a 50/50 matching grant. They are looking to get personal protective gear for wildland fires for approximately \$7,700, \$3,800 of that would be funded by the grant. They have until mid-April to complete their purchases, most likely will purchase the equipment in January 2021. Chief Barber would like to re-evaluate the US Cellular account/plans for the department to see if there is any way to save some money, he will work with the district secretary on that.

EMS Director Dean reported the department had a total of 195 calls through the date of this meeting, which is substantially more than any previous year at the same time. He handed out a report detailing the types of calls the district responded to.

Motion: Marx/Lunde to approve 10% EMS budget allocation of \$18,459.80 to the EMS salary line. Motion carried.

Motion: Marx/Gruebling to approve 10% Fire budget allocation of \$17,897.80: \$10,000 to new equipment, \$2,000 to new pagers, \$1,500 to new radio, \$500 to dues, \$300 to office supplies and \$3,597.80 to salaries. Motion carried.

The district secretary reported EMS has used up the salary budget line and there are still two payroll months to process left for the year. She thinks they will be over budget approximately \$20,000 - \$30,000 for the year. A majority of the overage is due to the hazard pay paid to the employees. She requested the board approve use of the 30% reserve to cover the overage.

Motion: Marx/Springer to move \$15,000 of the 30% EMS reserve money to the EMS salary line and to re-evaluate at the November meeting. Motion carried.

Marx commented if the district wants to hire a full time fire chief in the future, they will need to join the Wisconsin Retirement System to offer the same benefits other municipal fire departments offer. You can only join one time a year; on January 1st and to be able to join the district needs approve a resolution to join by November 15th. He stressed the importance of hiring a full time chief for the district. The fire department had very few to no people available to respond during the week days. There used to be three people who would respond during the week but one has decided to retire, one has taken a full-time job and one is on a leave of absence. Marx also commented that the district can join the WRS without having anyone to enroll right away. He is hesitant to do that because once you join, you cannot get back out of it. There are other ramifications if we join anyone else who works over a certain number of hours, are automatically enrolled. There would have to be a good tracking system in place to track people's hours. For the part-time EMTs who work shift at that station, only the hours in which they are doing district related work would count towards WRS eligibility hours. Both departments

would need to keep track of the length of member meetings. The board members will discuss it with their municipalities. No action taken.

Next meeting will be November 13, 2020.

Motion: Gruebling/Lunde to adjourn at 8:08 pm. Motion carried.