

## **Eagle Municipal Building Meeting Minutes**

**Call to order:** A. Rasmussen called the meeting to order at 7:00 pm on September 8, 2015.

**Pledge of Allegiance:** A. Rasmussen led the Pledge of Allegiance.

**Roll call:** J. Mann, A. Rasmussen, B. Kwiatkowski, R. Spurrell and J. Steinbach all present.

**Public Comment:** No public comment.

**Approval of the August 11th meeting minutes:** Motion by B. Kwiatkowski to approve the minutes from the August 11, 2015 meeting. Motion seconded by J. Steinbach. Motion carried unanimously (5 – 0).

**Approval of the September treasurer's report/accounts payable:** Motion by B. Kwiatkowski to approve the treasurer's report and accounts payable. Motion seconded by J. Steinbach. Motion carried 4 – 0 – 1 with R. Spurrell abstaining.

**Secretary Report:** None

**Municipal Building Items: Discussion/Action regarding the 2016 budget:** R. Spurrell presented a draft budget for 2016. He stated most numbers remained the same, but there were some minor changes. Most significant change was moving the monies for resealing the parking lot to the reserve line item. After discussion, B. Kwiatkowski motioned to recommend the 2016 budget proposal to both the Town and the Village of Eagle boards with the parking lot sealing money reallocated back into the budget and removed from the reserves line item. Motion seconded by J. Mann. Motion carried unanimously (5 – 0).

**Adjournment:** Motion by B. Kwiatkowski to adjourn the meeting. Motion seconded by J. Steinbach. Motion carried unanimously (5 – 0). A. Rasmussen adjourned the meeting at 7:05 pm.

## **Fire Station Building Meeting Minutes**

**Call to order:** A. Rasmussen called the meeting to order at 7:05 pm on September 8, 2015

**Roll call:** Roll call remains the same.

**Public comment:** No public comment.

**Approval of the August 11th meeting minutes:** Motion by B. Kwiatkowski to approve the minutes from the August 11, 2015 meeting. Motion seconded by J. Steinbach. Motion carried unanimously (5 – 0).

**Presentation of the September's treasurer's report /accounts payable:** Motion by B. Kwiatkowski to approve the treasurer's report and accounts payable. Motion seconded by J. Steinbach. Motion carried unanimously (5 – 0).

**Building Items: Discussion/Action regarding the 2016 budget:** Motion by B. Kwiatkowski to recommend the 2016 budget proposal to both the Town and the Village of Eagle boards. Motion seconded by J. Mann. Motion carried unanimously (5 – 0).

**Adjournment:** Motion by J. Mann to adjourn the meeting. Motion seconded by J. Steinbach. Motion carried unanimously (5 – 0). A. Rasmussen adjourned the meeting at 7:18 pm.

## Fire Department Operations Meeting Minutes

**Call to order:** R. Spurrell called the meeting to order at 7:18 pm on September 8, 2015

**Roll call:** Roll call remains the same. Also present were Assistant Chief Hein, Deputy Chief Wilton and Captain Kugel.

**Announcement for possible closed session per WI State Statute 19.85 (1)(c) and (f) for consideration of financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations; and to consider employment, promotion, compensation or performance evaluation data of any public employee over which the government body has jurisdiction or exercises responsibility, specifically to discuss the medical condition and employment status of the Fire Chief and to discuss the Fire Commission Secretary position:** R. Spurrell made an announcement for possible closed session per WI State Statute 19.85 (1)(c) and (f) for consideration of financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations; and to consider employment, promotion, compensation or performance evaluation data of any public employee over which the government body has jurisdiction or exercises responsibility, specifically to discuss the medical condition and employment status of the Fire Chief and to discuss the Fire Commission Secretary position:

**Public comment:** No public comment.

**Approval of the August 11<sup>th</sup>, August 24<sup>th</sup> and Sept 3<sup>rd</sup> meeting minutes:** R. Spurrell stated there were only minutes from the August 11<sup>th</sup> and August 24<sup>th</sup> minutes to approve because minutes from the September 3<sup>rd</sup> meeting were not available yet. Motion by A. Rasmussen to table the September 3, 2015 minutes. Motion seconded by J. Steinbach. Motion carried unanimously (5 – 0). Motion by A. Rasmussen to approve the minutes from the August 11, 2015 meeting. Motion seconded by B. Kwiatkowski. Motion carried unanimously (5 – 0). Motion by B. Kwiatkowski to approve the minutes from the August 24, 2015 meeting. Motion seconded A. Rasmussen. Motion carried unanimously (5 – 0).

**Approval of September's treasurer's report/accounts payable:** Captain Kugel stated the accounts payables needed to be amended for a bill he just received moments before the meeting. The payment is to Buelow Vetter Buikema Olson & Vliet, LLC in the amount of \$1,350.30. Motion by B. Kwiatkowski to approve the treasurer's report and accounts payable as amended. Motion seconded by J. Mann. Motion carried unanimously (5 – 0).

**Secretary report:** None

**Discussion/Action regarding automatic mutual aid with Village of Palmyra Fire Department:** Public Safety Director James Small from the Village of Palmyra was not present. R. Spurrell explained Director Small had a meeting with the Village of Palmyra Board at the same time and would be at the Fire Commission meeting as soon as he could. R. Spurrell motioned to table the discussion regarding automatic mutual aid with Village of Palmyra Fire Department until Public Safety Director James Small was present. Motion seconded by A. Rasmussen. Motion carried unanimously (5 – 0).

**Discussion/Action regarding contracting with an EMS Billing Company:** There was minor discussion on regarding the three presentations given at prior meetings. General consensus was more time was needed to review all the presentations. Motion by B. Kwiatkowski to table. Motion seconded by J. Steinbach. Motion carried unanimously (5 – 0).

**Discussion/Action regarding Eagle-North Prairie Fire Department Consolidation:** Discussion stated this was on the agenda only because the commission tabled last month. No further discussion was held, no action taken.

**Discussion regarding new Grass Truck update:** The grass truck should be ready and delivered in November.

**Discussion/Action regarding the 2016 replacement of 3389 Ford Escape:** Discussion stated that the 2016 budget will have the replacement of the training vehicle, the Ford Escape. The membership is requesting a crew cab pickup be purchased instead of an Escape, because it will allow the vehicle to be used for more than just a training vehicle or a first responder's vehicle. No action was taken, this was just an informative line item, and the approval will need to be done with the approval of the 2016 budget.

**Discussion/Action regarding the 2016 budget:** Captain Kugel stated there was a summary sheet of the 2016 budget in the commission's meeting packet at revision 1. This was the original budget being proposed until new insurance numbers were received. Now the budget is at revision 2, which also was in the commission's meeting packet.

Public Safety Director James Small was now in attendance; therefore R. Spurrell suggested addressing the Village of Palmyra mutual aid line item before Captain Kugel went into detail on revision 2 for the budget. R. Spurrell motioned to remove the agenda item "Discussion/Action regarding automatic mutual aid with Village of Palmyra Fire Department" from the table. Motion was seconded by A. Rasmussen. Motion carried unanimously (5 – 0). Director Small stated the Village of Palmyra board just approved additional funds for paid staff through the end of the year. Director Small is looking at both paid on premise and paid on call staffing. He stated Eagle should see a decrease in the number of mutual aid calls next week already, and his goal is to have the automatic mutual aid removed by the end of the month. No action taken.

Capt. Kugel returned to the discussion of the budget and stated revision 2 has an increase in the total budget amount, mostly due to increases in 1) workman's comp insurance, due to increased claims; 2) vehicle insurance, due to increased claims; and 3) accidental short term disability insurance, due to increased claims. There were also adjustments made in other areas, but other than the increases in the insurance rates the other changes/adjustments are relatively minor. Motion to table the 2016 budget until the next Fire Commission meeting by A. Rasmussen. Motion seconded by J. Mann. Motion carried unanimously (5 – 0).

**Officer Report(s): Fire Chief:** Assistant Chief Hein stated there were 5 new members enrolled in EMS class that started earlier this month.

**Summary Report of Medical, Fire and EMS/Fire Calls:** 28 EMS calls, 5 Fire calls, 3 Fire and EMS calls and 14 mutual aid calls for the month of August. For the year to date, 179 EMS, 60 Fire, 14 Fire/EMS and 55 mutual aid calls, for a total of 253 calls for the year of 2015 so far.

**Detail Report of Medical, Fire and EMS/Fire Calls:** Report was distributed.

**Paid on Call Hours Worked Summary:** Reports with logged paid on call and training hours were distributed.

**Motion for closed session per WI State Statute 19.85 (1)(c) and (f) for consideration of financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations; and to consider employment, promotion, compensation or performance evaluation data of any public employee over which the government body has jurisdiction or exercises responsibility, specifically to discuss the medical condition and employment status of the Fire Chief and to discuss the Fire Commission Secretary position:** Motion by J. Steinbach to go into closed session per WI State Statute 19.85 (1)(c) and (f) for consideration of financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations; and to consider employment, promotion, compensation or performance evaluation data of any public employee over which the government body has jurisdiction or exercises responsibility, specifically to discuss the medical condition and employment status of the Fire Chief and to discuss the Fire Commission Secretary position. Motion seconded by J. Mann.

**Roll Call Vote:** J. Mann - Yes, A. Rasmussen - Yes, B. Kwiatkowski - Yes, R. Spurrell – Yes, J. Steinbach – Yes

**Closed Session:** Closed session at 7:55 pm.

**Motion to reconvene into open session:** Motion by B. Kwiatkowski to reconvene into open session. Motion seconded by A. Rasmussen. Motion carried unanimously (5 – 0).

**Open Session:** Reconvened back into open session at 9:02 pm.

**Discussion/Action regarding closed session discussion:** Motion by R. Spurrell to proceed as discussed in closed session regarding the medical condition and employment status of the Fire Chief. Motion seconded by B. Kwiatkowski. Motion carried unanimously (5 – 0).

**Discussion/Action regarding Fire Commission Secretary:** Motion by B. Kwiatkowski to proceed as discussed in closed session regarding the Fire Commission Secretary. Motion seconded by A. Rasmussen. Motion carried 4 – 0 – 1 with R. Spurrell abstaining.

**Discussion/Action regarding hiring of Fire Commission Secretary:** No action taken.

**Adjournment:** Motion by B. Kwiatkowski to adjourn the meeting. Motion seconded by J. Steinbach. Motion carried unanimously (5 – 0). R. Spurrell adjourned the meeting at 9:03 pm.