

Eagle Municipal Building Meeting Minutes

Approved

Call to order

Meeting called to order by Chairman A. Rasmussen at 7:00 pm on April 12, 2016

Pledge of Allegiance

Pledge of Allegiance led by Chairman A. Rasmussen

Roll Call

J. Mann (present), A. Rasmussen (present), B. Kwiatkowski (present), R. Spurrell (present), J. Steinbach (absent)

Public comment

No public comment

Approval of March 8, 2016 meeting minutes

Motion by J. Mann to approve March 8, 2016 minutes, seconded by B. Kwiatkowski. Motion carries unanimously (4-0)

Approval of April's Treasurer's report/accounts payable

B. Kwiatkowski asked if the accounts were switched over to Citizen's Bank. The secretary stated the checking and both savings accounts are now switched to Citizen's Bank.

Motion by B. Kwiatkowski to approve April's Treasurer's report/accounts payable, seconded by J. Mann. Motion carries unanimously (4-0)

Adjournment

Motion to adjourn by R. Spurrell, seconded by B. Kwiatkowski. Motion carries unanimously (4-0). Meeting adjourned at 7:03 pm by Chairman A. Rasmussen.

Fire Station Building Meeting Minutes

Approved

Call to order

Meeting called to order by Chairman A. Rasmussen at 7:03 pm on April 12, 2016

Roll call

Remains the same

Public comment

No public comment

Approval of March 8, 2016 meeting minutes

Motion by B. Kwiatkowski to approve March 8, 2016 minutes, seconded by A. Rasmussen. Motion carries unanimously (4-0)

Approval of April's Treasurer's report/accounts payable

Motion by R. Spurrell to approve April's Treasurer's report/accounts payable, seconded by J. Mann. Motion carries unanimously (4-0)

Adjournment

Motion to adjourn by B. Kwiatkowski, seconded by J. Mann. Motion carries unanimously (4-0). Meeting adjourned at 7:05 pm by Chairman A. Rasmussen.

Fire Department Operations Meeting Minutes

Approved

Call to order

Meeting called to order by Chairman R. Spurrell at 7:05 pm on April 12, 2016

Roll call

Remains the same. Also present Acting Chief B. Hein and Deputy Chief (EMS) S. Wilton.

R. Spurrell made the announcement for possible closed session per WI State Statute 19.85 (1)(f) for considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personal 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; specifically for consideration of personnel problems which if discussed in public would likely to have a substantial adverse effect upon the reputation of any person referred to and for the discussion of duty disability claim.

Public comment

Dave Rockteacher asked if the public would be able to comment on agenda item #8 when the line item is discussed and was advised by R. Spurrell that the public comment line item is where public comments can be heard. However if an action is going to be taken, the Commission can open up the discussion to Fire Department members as well.

Approval of March 8, 2016 meeting minutes

Motion by A. Rasmussen to approve March 8, 2016 minutes, seconded by J. Mann. Motion carries unanimously (4-0)

Approval of April's Treasurer's report/accounts payable

R. Spurrell asked if everything was ok with the new grass truck, to which B. Hein stated they came and took care of the things that were not up to their satisfaction and is all taken care of now. R. Spurrell questioned the procedure in paying the Mukwonago Mutual Aid bill and requested that we be more proactive in paying it. R. Spurrell questioned the costs for EMT and IV refresher being over budget. B. Hein explained it was due to everyone needing to participate in training every two (2) years. This will need to be looked at for next year's budget.

Motion by B. Kwiatkowski to approve April's Treasurer's report/accounts payable, seconded by A. Rasmussen. Motion by B. Kwiatkowski amended to include payment for the grass rig, taking the money out of the savings account, A. Rasmussen amends his second. Motion carries unanimously (4-0)

Secretary's report

Secretary reported the Major Equipment CD was closed and two (2) new ones were opened. One is an Ambo CD with a rate of .95% the other is Major Equipment CD with a rate of .65%. B. Kwiatkowski asked the status of QuickBooks training. Secretary stated because of the tax season training was delayed and is waiting to hear back on a date to resume.

Discussion/action regarding request from Weenonah Brattset, Town of Palmyra Board Member wanting to discuss the possibility of EFD doing a service contract for part of the Town of Palmyra.

Present were Weenonah Brattset, member of the Town of Palmyra Board and Town of Palmyra Fire and EMS Public Safety Services Committee and Brian Faltinson, of the Town of Palmyra Fire and EMS Public Safety Services Committee. Weenonah stated the Town currently contracts with the Village of Palmyra for Fire and EMS services and is asking if the Eagle Fire Department would be interested in contracting with the Town of Palmyra for at least a portion of the Town to provide services; mainly in the Blue Springs area. General

discussion followed including topics such as concerns with dispatching and jurisdiction, as well as asking if they have considered other neighboring departments. B. Kwiatkowski explained our procedure would be for the Commission to discuss this amongst themselves as well as with the membership to see if this is something they'd want to be involved in; then the Commission would have to make a recommendation to both boards. However, because we are in the process of becoming a Fire District he's not ready to have this discussion at this time but is willing to listen to what their needs are. He further advised Palmyra to talk to their dispatch to see if this could even be accomplished. More information is needed. No action taken.

Discussion/action on Andres Billing Service

R. Spurrell expressed a concern regarding the processes involved with Andres' procedures. There is some confusion as to how deposits, billing and record keeping are being handled and reported. The Commission is requesting Andres to come to next month's Commission meeting to clarify the process and work out details. No action taken.

Discussion/action of Full time salaried position

B. Hein announced that S. Kugel has resigned from the temporary full time position and is now a part time employee and is looking for feedback from the commission on what direction they would like to go with the vacant full time position. General discussion followed. The commission would like to see a report on total (PT) hours scheduled vs actual (PT) hours worked at May's meeting. The Commission will review and discuss the need to fill the full time position at May's meeting. No action taken.

Discussion/action regarding staffing needs

This line item was covered under the previous line item discussion.

Discussion/action regarding unused benefit time from temporary full time position

R. Spurrell stated he is requesting the Commission to approve paying the unused benefit time due to the resignation of the full time employee. Motion by B. Kwiatkowski to pay the unused vacation time, seconded by J. Mann. Motion carries unanimously (4-0)

Discussion/action of EAP insurance

B. Hein presented a packet of information containing 3 different policies for Employee Assistance Program insurance. General discussion followed. Motion by B. Kwiatkowski to table this until the next meeting, seconded by A. Rasmussen. Motion carries unanimously (4-0)

Discussion/action hiring of part timer Michael Anshus

Motion by A. Rasmussen to approve the hiring of Michael Anshus, seconded by J. Mann. Motion carries unanimously (4-0)

Discussion/update on formation of Fire District Board

B. Kwiatkowski will find out John Macy's availability to set a date for a meeting.

Swearing in of Erich Kohls as the Lieutenant of EMS

R. Spurrell administered the Official Oath to Erich Kohls as the Lieutenant of EMS

Officer's report: Fire Chief

- a. **Summary report of Medical, Fire and EMS/Fire Calls**
Report handed out by Acting Chief B. Hein.
- b. **Detail report of Medical, Fire and EMS/Fire Calls**
Report handed out by Acting Chief B. Hein.
- c. **Paid on call hours worked summary**
Report handed out by Acting Chief B. Hein.

Motion by B. Kwiatkowski to enter into closed session per WI State Statute 19.85(1)(f) for considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific

personal 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; specifically for consideration of personnel problems which if discussed in public would likely to have a substantial adverse effect upon the reputation of any person referred to and for the discussion of duty disability claim. Seconded by J. Mann

Roll Call vote

J. Mann (yes), A. Rasmussen (yes), B. Kwiatkowski (yes), R. Spurrell (yes) Motion carries unanimously (4-0)

Closed Session

Entered into closed session at 8:10 pm.

Motion to reconvene into Open Session

Motion by B. Kwiatkowski to reconvene into open session at 8:39 pm, seconded by A. Rasmussen. Motion carries unanimously (4-0)

Open Session

Discussion/Action pertaining to closed session discussion

No discussion/action taken

Adjournment

Motion by B. Kwiatkowski to adjourn, seconded by A. Rasmussen. Motion carries unanimously (4-0)
Meeting adjourned at 8:39 pm by R. Spurrell.