

# **Fire Department Operations Meeting**

## **Approved**

### **Call to order**

Meeting called to order by Chairman R. Spurrell at 6:30 pm on May 9, 2016

### **Pledge of Allegiance**

Pledge of Allegiance led by Chairman R. Spurrell

### **Roll Call**

J. Mann (present), A. Rasmussen (present), B. Kwiatkowski (present), R. Spurrell (present), J. Steinbach (excused) Also present Attorney John Macy.

### **Discussion/action regarding an agreement to establish a Fire Board and a Fire Commission**

Attorney John Macy was present to answer questions regarding the establishment of a Fire Board and Fire Commission. General discussion took place regarding bookkeeping requirements for the Fire Department, Fire Board and Fire Commission. Attorney Macy further explained the bank accounts should be put under the Fire Department's tax ID number with Town Chairman and Village President set up as signers, for which they should be bonded, which could possibly be an addendum to their existing bond as Town Chairman and Village President. Clarification was made that the Fire Board President is responsible for setting the agenda for meetings. It was determined that the Fire Board and Fire Commission could be made up of the same 5 people. It was further determined that a quorum will consist of 3 members with a simple majority vote for both the Fire Board and Fire Commission. General discussion continued regarding responsibilities of the Fire Commission and the Fire Board in respect to disciplinary actions. There was general discussion regarding the recommendation for yearly audits. Attorney Macy will update the agreement and submit a final draft to the current Fire Commission for approval and recommendation to the Town and Village Boards.

### **Adjournment**

Motion to adjourn by A. Rasmussen, seconded by J. Mann. Motion carries unanimously (4-0). Meeting adjourned at 7:30 pm by Chairman R. Spurrell.