

# **Eagle Municipal Building Meeting**

## **Approved**

### **Call to order**

Meeting called to order by Chairman A. Rasmussen at 7:00 pm on May 10, 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 (present)

### **Public comment**

No public comment

### **Approval of April 12, 2016 meeting minutes**

Motion by J. Mann to approve April 12<sup>th</sup> meeting minutes, seconded by B. Kwiatkowski. Motion carries 4-0-1 with J. Steinbach abstaining

### **Approval of May's Treasurer's report/accounts payable**

Motion by B. Kwiatkowski to approve May's Treasurer's report and the amended accounts payable report to include the check paid for the roof repairs (\$1750) on the Historical Society building, seconded by J. Mann. Motion carries unanimously (5-0)

### **Consideration/Action regarding the election of a Chairperson and Vice Chairperson**

Motion by R. Spurrell to appoint the Village citizen representation as the Chairperson and J. Mann as the Vice Chair, seconded by B. Kwiatkowski. Motion carries unanimously (5-0)

### **Discussion/Action to replace the flag pole cord**

Motion by B. Kwiatkowski to approve the expenditure of \$60 to replace the flag pole cord, seconded by J. Mann. Motion carries unanimously (5-0)

### **Discussion/Action to replace the toilet in the men's bathroom**

B. Kwiatkowski stated there are issues with the toilet backing up and is recommending having the pipes snaked out to the septic system and if that doesn't fix the issue then replace the toilet with a power flush that is ADA disabilities height. Motion by B. Kwiatkowski to have the pipes snaked to the septic system and if that doesn't correct the backing up issue then replace the toilet with an ADA – disabilities height, power flushing toilet; seconded by J. Mann. Motion carries unanimously (5-0)

### **Adjournment**

Motion to adjourn by B. Kwiatkowski, seconded by J. Mann. Motion carries unanimously (5-0). Meeting adjourned at 7:05 pm by Chairman A. Rasmussen.

# **Fire Station Building Meeting**

## **Approved**

### **Call to order**

Meeting called to order by Chairman A. Rasmussen at 7:05 pm on May 10, 2016

### **Roll call**

Remains the same

**Public comment**

No public comment

**Approval of April 12, 2016 meeting minutes**

Motion by J. Mann to approve April 12, 2016 minutes, seconded by B. Kwiatkowski. Motion carries (5-0)

**Approval of May's Treasurer's report/accounts payable**

Motion by J. Steinbach to approve May's Treasurer's report/accounts payable, seconded by R. Spurrell. Motion carries unanimously (5-0)

**Consideration/Action regarding the election of a Chairperson and Vice Chairperson**

Motion by B. Kwiatkowski to appoint the Village representative as the Chairperson and J. Mann as the Vice Chair, seconded by R. Spurrell. Motion carries unanimously (5-0)

**Adjournment**

Motion to adjourn by B. Kwiatkowski, seconded by J. Steinbach. Motion carries unanimously (5-0). Meeting adjourned at 7:08 pm by Chairman A. Rasmussen.

**Fire Department Operations Meeting**  
**Approved**

**Call to order**

Meeting called to order by Chairman R. Spurrell at 7:08 pm on May 10, 2016

**Roll call**

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

**Public comment**

No public comment

**Approval of April 12, 2016 meeting minutes**

R. Spurrell noted in the April 12<sup>th</sup> minutes the motion for closed session doesn't have a second documented. Motion by B. Kwiatkowski to approve April 12<sup>th</sup> minutes as amended, seconded by A. Rasmussen. Motion carries unanimously (5-0)

**Approval of May's Treasurer's report/accounts payable**

General discussion on a few miscellaneous charges. Motion by B. Kwiatkowski to approve May's Treasurer's report/accounts payable, seconded by A. Rasmussen. Motion carries unanimously (5-0)

**Secretary's report**

Secretary reported Becky from Baker Tilly was in again working on correcting past reports and refiling them as well as correcting other errors and she will have to come back again.

**Discussion with Andres regarding ambulance billing service**

Lindsey from Andres handed out sample reports as an example of some of the reports available to the Fire Department and Commission members. Lindsey further explained Andres billing, documentation and receiving payments procedures. After discussing and reviewing the various reports it was decided which reports and time frame they should be sent that would be most beneficial to the Fire Department and Commission. Lindsey will pass the information on to the appropriate people to ensure the proper reports are sent.

### **Discussion/Action regarding HR policy**

R. Spurrell stated that he will add a couple things to the HR Policy such as the approval of hirings by the commission and direct deposit. He also mentioned that he hadn't heard back from the officers regarding classes and probationary members so he will put in the draft for classes to be completed in a year. He will have the draft ready for next month. No action taken.

### **Discussion/Action regarding staffing and review of coverage**

B. Kwiatkowski stated he would like to see a report on total hours scheduled vs actual hours worked for the weekdays as well as weekends. R. Spurrell questioned the overtime and B. Kwiatkowski said he would like to see a report on how much overtime there is. General discussion followed. No action taken.

### **Discussion/Action on past due and incorrect credit card charge plus late fees**

B. Kwiatkowski stated due to the timing of the credit card statement being issued and the approval process before the actual payments are made, there are past due fees being incurred. In the near future he would like to see the Fire Department get their own credit cards. B. Kwiatkowski questioned the status of the charge from a vendor who had been double paid. B. Hein stated it has been rectified as of today and should be paid back to us within 7 days.

Motion by B. Kwiatkowski that the Town will continue to bill the Fire Department for late charges until the Fire Department gets their own credit cards, seconded by A. Rasmussen. Motion carries unanimously (5-0)

### **Discussion/Action of EAP insurance**

B. Hein recommended that Aurora be purchased for the year. Minor discussion followed.

Motion by A. Rasmussen to approve Aurora for EAP insurance for the rest of the year, consisting of 3 sessions for \$1500 a year, seconded by J. Mann. Motion carries unanimously (5-0)

### **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.

### **Adjournment**

Motion by B. Kwiatkowski to adjourn, seconded by J. Mann. Motion carries unanimously (5-0)

Meeting adjourned at 8:33 pm by R. Spurrell.