

Minutes of Meeting
April 2, 2019
Brodhead Fire Commission
Brodhead Fire Station

1. Call to Order: Meeting called to order at 4:59 PM
2. Roll Call to determine if quorum is present: Hazeltine, Faessler, Schneider, Fox, Withee
absent: Anderson
3. Motion to deviate from the order of the agenda if necessary.
Motion made by Faessler. Schneider second to proceed with agenda. Motion passed
4. Public Appearances: This is the public's opportunity to speak.
Each citizen is allowed 10 minutes to address the Commission.
5. Approval of previous meeting minutes. Discussion/ Possible Action.
Correction to the March 5, 2019 meeting minutes. Heather stated the bills that were to be paid were reported incorrectly in the minutes. That the amount shown in the minutes were total owed and did not reflect previous payments. Correct amounts are as shown:
March: NAPA \$16.97, Personnel Concept was removed was able to get it through accounting firm (\$20.00), Piggly Wiggly \$106.13, Speich \$226.26 Motion to pass March 5, 2019 meeting minutes with corrections. Motion by Fox. Faessler 2nd to approve minutes. Motion passed.
6. Reports of Departments Activities:
 - a. Firefighters Inc. - Nothing to report
 - b. Fire Inspector - Nothing to report
 - c. Fire Chief
 - *Chief Scheidegger stated that Albany has lost 1st Responder license for 30 days as of April 1, 2019. We will be covering a portion of their area. To cut down on expenses by using S4 will try moving medical equipment from E6 to Command.
 - *Chief Scheidegger stated that American Test has completed aerial and ground ladder test. A note on the aerial platform has some corrosion issues that should be addressed. BFD aerial is not under the current recall it is for 2004 and newer.
 - *Chief Scheidegger stated that fyi the bay heaters we have in the station no longer have parts being made for them if they need repairs on them.
 - d. Life Quest - Nothing to report
 - e. By law Committee
 - *Chief Scheidegger stated that the officers have reviewed job descriptions and when they have finished reviewing occupational safety and health will make updates and set a time to meet with Deb Fox and Al Schneider to review and bring to commission.
7. New Business
 - a. Treasurer's Report- Discussion/Action: Checkbook Balance-\$91,934.72 as of 3/31/2019
Capital Account Balance-\$76,015.50 as of 3/31/2019

*Hazeltine stated he would like to see the balance of Engine 1 also included on the financial statements under checkbook and capital accounts balances. Faessler stated he would add it to the next month statements.

Fox made motion, Schneider 2nd to approve treasure's report. Motion passed.

b. Payment of Bills-Discussion/Action-**Paid bills in March:** Bandt Communications \$1,436.16, Brodhead Sewer Dept \$266.27, Charter \$208.72, Computer Know How \$79.99, Decatur Dairy \$112.00, Dicks Repair \$23.00, Dinges Fire Co. \$138.00, IFSTA \$130.00, Landmark \$171.26, Reimbursement-Keller \$20.52, Reimbursement-E. Lemmer \$54.28, Reimbursement-Schmit \$196.56, Uniform Den \$336.70, US Cellular \$71.25

Unpaid April: Capital One \$4,572.56, WE Energies \$517.21

Schneider made motion, Fox 2nd to approve payment of bills. Motion passed.

8. Old Business

a. Progress of obtaining someone to do audit-Discussion/Action

Schneider had concerns on some the of wording of the audit letter. Under Introduction on page 1. He would like to see clarified what "accountants to audit its financial statements for the fiscal year ending December 31, 2018". Schneider thought the purpose of the audit was to go back to 2013 when it started since that was the main concern from previous meetings. Another concern, page 2 under Nature of Service Required. Would like clarification on A. Scope of Work to be Performed letter c. what does "single audit mean?" Page 4 Rural Fire Association would like to be added under E. Working Paper Retention and Access to Working Papers. Fox will take corrections back to City Attorney and will notify Commission on any further updates.

9. Commission comments or Questions: This is the Commissions opportunity to speak about anything that is not a specific agenda item.

10. Discussion/Action on future agenda items and next meeting date and time.

Next Meeting May 7, 2019 5:00 PM

11. Motion to adjourn made by Fox at 5:41 PM

Typed by: Heather Osborne

Admin. Asst. Brodhead Fire Distict