

MEETING NOTICE
BRODHEAD FIRE DISTRICT
BOARD OF COMMISSIONERS
SEPTEMBER 4, 2018 6:00 PM
BRODHEAD FIRE STATION
AGENDA

1. Call to Order: Meeting called to order at 6:02 PM
2. Roll Call: Present S. Hazeltine, P. Faessler, A. Schneider, D. Fox, A. Withee
Absent: A. Anderson

3. Additions/Corrections: A. Schneider made motion to approve agenda
Second by P. Faessler. Motion passed

4. Open forum for public concerns (10 minutes)

Chief Hughes (BPD) addressed concerns from August 9, 2018 meeting minutes. Chief Hughes stated that the issue with Orfordville not being paged out for calls has been addressed. There is a temporary protocol put in place until a permanent protocol can be added to the Dispatch Policy Book. Chief Scheidegger and Chief Hughes have talked and have come to an agreement on Structure Fire Paging. No letter to council will be sent as previously reported in minutes.

Chief Hughes also stated that the fire inspections that have been turned over to Brodhead Police for citation will be completed hopefully by end of October. There has been a problem entering violations in the TRAX System. Deputy Long will be attending a training on system to get a better understanding why it's not working properly. Once entered they will go to Circuit Court Judge.

If there is a change in protocols Chief Hughes asks that it should be brought to his attention and in writing. Chief Scheidegger and Chief Hughes have done this on several occasions.

5. Minutes of August 9, 2018: P. Faessler made motion to pass minutes of August 9,2018.
Second by A. Withee. Motion Passed

REPORTS

6. Treasurer's Report-Discussion/Action:

Checking Acct Balance \$190,035.62

D.Fox Motion to Approve Treasurer's Report. Seconded by A. Schneider
Motion passed

7. Payment of Bills-Discussion/Action:

AUGUST BILLS PAID

ABC Fire & Safety \$197.20, Charter \$202.35, Landmark \$158.68, City of Brodhead Sewer \$128.59.

AUGUST CREDITS

Town of Decatur 2% \$4,296.04, Firefighters Inc. \$21.00, Steve Winans (Donation) \$260.00.
Town of Magnolia 2% \$417.00

SEPTEMBER BILLS TO BE PAID

Capital One \$1,004.45, City of Brodhead (2nd half debt service) \$34,087.54, WE Energies \$9.42
City of Brodhead-Website \$163.63, Fire Smart Promotions \$357.50

SEPTEMBER CREDITS

Spring Grove 2% \$2,528.85

8. Fire Fighter's Inc.:

Nothing at this time

9. Fire Inspectors Report-Discussion/Action:

1st half of inspection have been completed. 2nd half should be starting this fall.

10. Fire Chief Report-Discussion/Action:

Nothing at this time

11. Lifequest- Discussion/Action:

Nothing at this time

12. Budget- Discussion/Action:

Capt. Pinnow proposed 2019 budget to Brodhead Fire District. A packet of 3 papers were handed out. 1st page- Proposed 2019 budget, 2nd page-Proposed money to fund capital fund. 3rd page-previous proposal to create a capital account within Fire District Budget.

Capt Pinnow explained the numbers for capital fund by minimizing spending in the 2018 budget and move the following projected 2018 fund balance to 2019 capital account along with Life Quest from previous year and 2018. There should be enough money in capital fund to purchase the SCBA bottles (\$45,000) in 2019. In addition, he proposed that the tax levy be increased 2% to \$280,500 to cover inflationary increases in various funds.

S. Hazeltine mentioned that once the engine is paid off that debt service should be rolled over into the capital fund.

D. Fox asked if Capt. Pinnow could bring the 20 yr plan to the next district meeting.

Fire District members will take back to municipalities the proposed 2019 budget for review.

Bring any question to next meeting.

13. By law Review- Discussion/Action:

Nothing at this time

14. Audit - Discussion/Action:

*A. Withee stated he thought the City wanted 2013 to present audited.

*D. Fox stated that it was discussed because of the financial component to the audit the City is looking at the year 2013.

*S. Hazeltine said that for the next district meeting that the district members should bring the concerns and expectations to take to the accountant.

*A. Schneider will take the concerns and expectation brought by district members and write up a scope plan to present to the accountant.

*Chief Scheidegger had concerns on how the audit was to be funded. The audit was not part of Chief budget that was presented for 2018. S. Hazeltine said it could be funded by the money brought in by lifequest so it will not be taken out of operation expenses.

15. Payroll/Northern Lights - Discussion/Action:

*Heather presented a spread sheet showing accounting pricing for the accounting firms that presented quotes.

*Heather is to contact each firm to ask what is the annual bottom line expense for set up, payroll for 40 members and quarterly reports, monthly fees for Adm. Asst and semi-annual firefighters payroll.

16. New Business:

Nothing at this time

17. Information/Correspondence:

P. Faessler stated that he would be contacting the municipalities to get number on population and equalized values.

18. Future Agenda Items

Same as previous

19. Date of Next Meeting:

October 2, 2018 6:00 PM Brodhead Fire Station

20. Adjournment

Motion to adjourn made at 6:58 pm by D. Fox. Second by A. Schneider

Motion Carried

Typed by: Heather Osborne

Adm. Asst. Brodhead Fire District

9/17/2018

