

KETTLE MORAINÉ FIRE BOARD MINUTES

October 11, 2021

Approved

Call to order/confirm open meeting law requirements have been met: Board Member G. Nickerson called the meeting to order at 6:31 pm on October 11, 2021 at 130 N. Harrison Street, North Prairie, WI. Open meeting law requirements were confirmed as being met.

Roll Call: P. Jensen, A. Rasmussen, E. Westrick, G. Nickerson, and A. DeValkenaere and all present, D. Malek was excused and R. Spurrell was excused due to recusing self from process.

Pledge of Allegiance: G. Nickerson led the Pledge of Allegiance

Elect to Run Meeting: Motion by A. Rasmussen for G. Nickerson to run the meeting for this evening in the absence of both President and Vice President. Motion seconded by E. Westrick. Motion carried 4 – 0 – 1 with G. Nickerson abstaining.

Announcement for possible closed session per WI Statute § 19.85(1) (c) for considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility; specifically, to review applications for the position of Administrative Assistant: G. Nickerson made an announcement for possible closed session per WI Statute § 19.85(1) (c) for considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility; specifically to review applications for the position of Administrative Assistant

Citizen comments/concerns: No citizen comments. Motion by E. Westrick to close citizen comments/concerns seconded by P. Jensen. Motion carries unanimously (5 – 0).

Motion to go into closed session per WI Statute § 19.85(1) (c) for considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility; specifically, to review applications for the position of Administrative Assistant: Motion by G. Nickerson to go into closed session per WI Statute § 19.85(1) (c) for considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility; specifically to review applications for the position of Administrative Assistant. Motion seconded by A. Rasmussen.

Roll Call Vote: A. Rasmussen – yes, P. Jensen - yes, E. Westrick - yes, G. Nickerson - yes, A. DeValkenaere – yes. Motion carries 5 – 0 at 6:36 pm.

Closed Session: Closed session at 6:37 pm.

Motion to reconvene into Open Session: Motion by P. Jensen to reconvene into open session. Motion seconded by E. Westrick. Motion carries unanimously (5 – 0).

Open Session: Open session at 6:40 pm.

Discussion/action regarding the position of Administrative Assistant for the Kettle Moraine Fire District: No applications received at this time. Request to repost until filled/closed. P. Jensen motioned to readvertise for position with addendum until filled. Seconded by A. Rasmussen. Motion carries unanimously (5-0).

A discussion was had regarding the Manpower and Kelly Services if necessary, however the prices and time necessary to find a qualified are both unknown factors at this time. Two specific individuals were discussed as potential applicants, however members indicated that neither party were either interested and/or were not

currently accepting other employment. Motion by P. Jensen to explore avenues such as temporary employees through Manpower and Kelly Services, seconded by E. Westrick.

A discussion was had regarding the fact that the Administrative Assistant position would need to be bonded. P. Jensen advised banks such as Wells Fargo have an Executive Loan Program responsibly priced. P. Jensen will check with Citizens Bank to see if they have a similar program, at least on a temporary basis. G. Nickerson will check into CFO for hire. Discussion was also had regarding the Waukesha County Foundation and Loan Executive Programs.

G. Nickerson advised the Town of Eagle, Village of Eagle, and Village of North Prairie should touch base with their current internal employees to see if any of them would be willing to take on the responsibilities of the Administrative Assistant position on a temporary basis. Specifically, Art Rydzik and Scott Kugel to see if either of them knew of potential candidates to fill the position on a temporary basis. P. Jensen amended his motion to explore avenues such as temporary employees through Manpower and Kelly Services to be completed on or before the October 25th meeting to be added to the agenda, amended motion seconded by E. Westrick. Motion carries unanimously (5-0).

Discussion regarding a previously scheduled meeting for October 18th to conduct interviews for the Administrative Assistant position has been cancelled since no applications have been received at this time.

Adjournment: Motion by A. Rasmussen to adjourn. Motion seconded by P. Jensen. Motion carried unanimously (5 – 0). Board Member G. Nickerson adjourned the meeting at 6:52 pm.