

KETTLE MORAINÉ FIRE BOARD MINUTES

Approved

Call to order: R. Spurrell called the meeting to order at 6:30 pm on November 3, 2021 at the Eagle Municipal Building (820 East Main Street Eagle, WI).

Roll Call: D. Malek, P. Jensen, E. Westrick, G. Nickerson, A. DeValkenaere and R. Spurrell all present. A. Rasmussen was excused. Also present was Chief Kugel.

Pledge of Allegiance: R. Spurrell led the Pledge of Allegiance.

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 and conduct interviews for the position of Administrative Assistant: R. Spurrell 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 and conduct interviews for the position of Administrative Assistant.

Citizen comments/concerns: None

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 and conduct interviews for the position of Administrative Assistant: Motion by E. Westrick 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 and conduct interviews for the position of Administrative Assistant. Motion seconded by G. Nickerson.

Roll Call Vote: D. Malek - yes, P. Jensen - yes, E. Westrick - yes, G. Nickerson - yes, A. DeValkenaere – yes, R. Spurrell – abstain. Motion carries 5 – 0 – 1 with R. Spurrell abstaining.

Closed Session: Closed session at 6:31 pm. R. Spurrell left the meeting during closed session.

Motion to reconvene into Open Session: Motion by P. Jensen to reconvene into open session. Motion seconded by G. Nickerson. Motion carried unanimously (5 – 0).

Open Session: Open session at 6:57 pm. R. Spurrell rejoined the meeting.

Discussion/action regarding the KMFD Administrative Assistant position: Motion by P. Jensen to offer Katie the position of Administrative Assistant pending clarification of a conflict of interest issue by legal counsel. Motion seconded by D. Malek. R. Spurrell asked for clarification if the process was hiring after 1 interview and hiring an EMT personnel. G. Nickerson clarified yes. Motion carried 4 – 0 – 2 with A. DeValkenaere and R. Spurrell abstaining.

Discussion/action regarding request to extend health insurance coverage through Village of Eagle: Chief Kugel stated he is no longer contributing to health insurance with EFD. He asked if his health insurance with EFD can be extended past Jan 1st. A. DeValkenaere asked if it wouldn't be more appropriated to address this with Village. R. Spurrell stated he didn't think it's even necessary to ask the Village to extend the insurance because the state has confirmed KMFD is ETF/WRS eligible. Forms will be submitted and the insurance should be active with the start of the KMFD. No action taken.

Discussion/action on appointment of Acting Fire Chief: R. Spurrell stated the Kettle Moraine Fire Commission hired S. Kugel as the Fire Chief for KMFD therefore no action would be needed. No action taken.

Discussion/action on approval of staff to begin work with IT contractor: Chief Kugel stated with the IT contractor of Bill Arndt being hired, he is asking for permission to contact him and have him come in to get started on working on setting the computers up. It was stated he is hired therefore he can start working on the computers at any time. No action taken.

Discussion/action on Standard Operating Guides: P. Jensen stated the only change is the name of the department, the SOG's are living documents and could be changed if needed at any time. P. Jensen stated unless there's any objection he thought to approve each series of SOGs instead of each individual SOG would be the best approach.

Set One SOG 33101 – 33122 (33101 Equal Opportunity Policy, 33102 Non-Discrimination Policy, 33103 Americans with Disabilities Act Policy, 33104 Citizen Complaints / Concerns, 33105 Conflict Resolution, 33106 Injury / Illness Reporting, 33107 Hazard Communication Plan, 33108 Alcohol / Drug Testing, 33109 Department Commendations, 33110 Electronic Mail and Internet Usage, 33111 Implications of Personal Actions, 33112 Harassment Policy, 33113 Standardization of Uniforms, 33114 Employee Compensation, 33115 New Hire Policy and Compensation, 33116 Emergency Contact Information, 33117 Citizen Complaint Form, 33118 Day Room Usage, 33119 Employee Residency Policy, 33120 Electronic Device Usage, 33121 Extended Leave/Returning to Work): Motion by P. Jensen to approve SOG series 33101 – 33122. Motion seconded by E. Westrick.

R. Spurrell stated he didn't get all the SOG's read yet, but of the 18 he read 15 need changes so he disagreed with the statement that nothing needed to be changed. D. Malek stated it's a living document and can be changed later. R. Spurrell did not agree the concept of approving when there are known changes. If the SOGs are to be sent to the state, R. Spurrell felt it would be wrong to send to the state knowing it's wrong. G. Nickerson asked what is needed to have it approved. R. Spurrell stated he is not comfortable approving anything tonight. D. Malek asked what types of changes needed to be made. R. Spurrell gave examples of Fire Commission needs to be updated to Fire Board because the original SOG for Eagle is when there was only a Fire Commission, total pages on several SOG's were inaccurate, the SOG refers to the Village and the Town – now it should be Villages with the addition of NP, training burns use hydrants for primary water but when the training burn is in the town there are no hydrants just to name a few. A. DeValkenaere also stated there are several places where the formatting is incorrect and needs to be corrected. R. Spurrell questioned the amount of hours needed for someone returning from a leave versus what is needed by the employees to stay active. P. Jensen asked what R. Spurrell was looking for, a special meeting? D. Malek asked what do we do procedurally? R. Spurrell stated procedurally it can be tabled or approved tonight. P. Jensen asked

Chief Kugel if the SOG's were needed for the licensing. Chief Kugel said yes, approved SOG's have to be sent in with both the FDID and EMS license applications. P. Jensen stated he felt this should be approved tonight and put on future meetings to revise. R. Spurrell called for the vote. Motion carried 4 – 2 with A. DeValkenaere and R. Spurrell against.

Set Two SOG 33201 – 33202 (33201 Record Retention Policy, 33202 Energy Conservation):

Motion by P. Jensen to approve SOG series 33201 – 33202. Motion seconded by G. Nickerson.

Motion carried 4 – 2 with A. DeValkenaere and R. Spurrell against.

Set Three SOG 33301 – 33319 (33301 Structure Fire Guidelines, 33302 Response to Residential Fire Alarms, 33303 Commercial Fire Alarm Response, 33304 Fires at Food Establishments, 33305 Vehicle Fire Procedures, 33306 Vehicle Extrication Procedures, 33307 Response to Down Power Lines, 33308 Fire Alarm / Suppression System Malfunctions, 33309 Confined Space Response, 33310 Collapse Operations, 33311 Foam Operations, 33312 Water / Ice Rescue, 33313 Carbon Monoxide Alarms, 33314 Civil Disturbance Operations, 33315 Response to Bomb Threats, 33316 Post Explosion Response, 33317 Biological / Chemical WMD Response, 33318 Hazardous Materials Response, 33319 Mass Decontamination):

Motion by P. Jensen to approve SOG series 33301 – 33319. Motion seconded by G. Nickerson. Motion carried 4 – 2 with A. DeValkenaere and R. Spurrell against.

Set Four SOG 33401 – 33406 (33401 Municipal Apparatus Operations, 33402 Fueling of Apparatus, 33403 Emergency Vehicle Operations, 33404 Vehicle Accident Reporting, 33405 UTV Operations, 33406 Response to Structure Fire):

Motion by P. Jensen to approve SOG series 33401 – 33406. Motion seconded by G. Nickerson. Motion carried 4 – 2 with A. DeValkenaere and R. Spurrell against.

Set Five SOG 33501 – 33512 (33501 Basic Firefighter Survival, 33502 Respiratory Protection Policy, 33503 Apparatus Staging, 33504 Water Supply, 33505 Personnel Accountability System, 33506 Incident Command System (ICS), 33507 Incident Rehabilitation, 33508 Incident Safety Officer, 33509 Occupant Services Officer, 33510 Exit the Hazard Zone, 33511 Abandon the Hazard Zone, 33512 Mayday and Emergency Communications):

Motion by P. Jensen to approve SOG series 33501 – 33512. Motion seconded by G. Nickerson. Motion carried 4 – 2 with A. DeValkenaere and R. Spurrell against.

Motion carried 4 – 2 with A. DeValkenaere and R. Spurrell against.

Set Six SOG 33601 – 33604 (33601 48 / 7 Policy, 33602 “After the Fire” Packet, 33603 Fire Related Death – Civilian, 33604 Critical Incident Stress Debriefing (CISD)):

Motion by P. Jensen to approve SOG series 33601 – 33604. Motion seconded by G. Nickerson. Motion carried 4 – 2 with A. DeValkenaere and R. Spurrell against.

Set Seven SOG 33701 – 33708 (33701 Universal Precautions, 33702 Helicopter Landing Zone Operations, 33703 EMS Equipment and Apparatus Decontamination Procedures, 33704 Tuberculosis (TB) Testing and Documentation of TB Testing Results, 33705 Exposure Control Plan, 33706 Tuberculosis Mask Fit Test, 33707 Patients with Concealed Carry Weapons, 33708 EMS Operations):

Motion by P. Jensen to approve SOG series 33701 – 33708. Motion seconded by G. Nickerson. Motion carried 4 – 2 with A. DeValkenaere and R. Spurrell against.

Set Eight SOG 33801 – 33802 (33801 Live Fire Training, 33802 Fire and EMS Classes):

Motion by P. Jensen to approve SOG series 33801 – 33802. Motion seconded by G. Nickerson. Motion carried 4 – 2 with A. DeValkenaere and R. Spurrell against.

Set Nine SOG 33901 – 33903 (33901 Personal Protective Equipment Inspections, 33902 Reserved 33903 Hose Testing):

Motion by P. Jensen to approve SOG series 33901 – 33903. Motion seconded by G. Nickerson. Chief Kugel pointed out 33902 is a reserved number and there is no current SOG for

33902. P. Jensen amended his motion to approve SOGs 33901 and 33903. G. Nickerson amended his second. Motion carried 4 – 2 with A. DeValkenaere and R. Spurrell against.

Discussion/action to approve the Kettle Moraine Fire District HR policy: R. Spurrell stated Chief Kugel gave him some edits for typos as well as changes of department to districts. R. Spurrell stated he feels department is proper in many of the locations. He stated the district encompasses the board, the commission and the department. If an employee isn't a board member or a commission member what are they identified as if not the department. R. Spurrell stated he has not yet reviewed all the 'departments' and 'districts' in the HR policy to make sure it's the proper terminology in all locations. Motion by P. Jensen to table the Kettle Moraine Fire District HR policy. Motion seconded by D. Malek. Motion carried unanimously (6 – 0).

Discussion/action to approve a Remote Meeting Access Policy for KMFD: R. Spurrell presented a policy that was copied from the Village of Eagle. A Fire Commission member was asking for this type of policy, however that member is now resigning from the commission. R. Spurrell stated the policy is only for phone call-ins, not for video conferencing. P. Jensen stated he has concerns with the concept. First concern was if members can call in, what about the public; he also stated a lot of these policies were due to COVID concerns, which he feels we are getting past. P. Jensen commented he thinks face to face meetings are better and more in line with open government principles; he will not vote in favor of the policy. R. Spurrell stated he agreed 100% with concept of open government and face to face being more productive, but it could allow for times like tonight when a member is out of town for work to be able to call-in. P. Jensen motioned to table the Remote Meeting Access Policy. Motion seconded by E. Westrick. During further discussion D. Malek stated the Town did virtual meetings and they were difficult. R. Spurrell stated he could understand tabling if editing the policy, but asked why table the policy if not in favor of it. Why not just deny the policy instead of tabling for another meeting. P. Jensen amended his motion to deny the policy. E. Westrick amended his seconded. Motion carried 5 – 1 with A. DeValkenaere against.

Adjournment: Motion by D. Malek to adjourn. Motion seconded by P. Jensen. Motion carried unanimously (6 – 0). R. Spurrell adjourned the meeting at 7:42 pm.