

# KETTLE MORAINÉ FIRE BOARD AGENDA

REVISED (10/21/21)

Monday October 25, 2021  
6:30 p.m.

Municipal Building  
130 N. Harrison St North Prairie

1. Call to order
2. Roll Call
3. Pledge of Allegiance
4. 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
5. Citizen comments/concerns
6. Discussion/action to approve minutes from Sept 27, 2021 and Oct 11, 2021 meetings
7. 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
8. Roll Call Vote
9. Closed Session
10. Motion to reconvene into Open Session
11. Open Session
12. Discussion/action regarding the KMFD Administrative Assistant position
13. Discussion/action to approve the KMFD HR Policy
14. Discussion/action to approve an IT company
15. Discussion/action to approve a KMFD employment application
  - a. Discussion/action to distribute the KMFD employment application
16. Discussion/action regarding background checks on KMFD applicants
17. Discussion/action to approve purchase of accounting software

18. Discussion/Action for approval of SOG's for KMFD
  - a. #33114 Employee Compensation
  - b. #33115 New Hire Policy and Compensation
  - c. #33118 Day Room Policy
  - d. #33119 Employee Residency
  - e. #33201 Records Retention Policy
19. Discussion/action for approval of Dr Mark Schultz as KMFD Medical Director
20. Discussion/action for approval of a medical billing company
21. Discussion/action for approval of fuel cards and fuel filling process
22. Discussion/action for approval to apply for a FDID number with DSPS
23. Discussion/action for approval to apply for EMS licensure
24. Discussion regarding Eagle and North Prairie Fire self-certification and 2% dues
25. Discussion/action to approve Paramedic Intercept Agreement with Mukwonago Fire Dept.,  
Town of Mukwonago and Village of Mukwonago
26. Discussion/Action to use start up fund for a swearing in ceremony for all employees
27. Discussion/Action to approve a Fire Department Insurance Policy
28. Discussion/Action to set up vendor accounts for KMFD
29. Discussion/Action to approve setting up software program for January 1, 2022
30. Discussion/Action to approve radio and pager reprogramming
31. Adjournment

*It is possible that members of and possibly a quorum of members of other governmental bodies of the municipalities may be in attendance at the above-stated meeting to gather information; no action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice.*

Posted \_\_\_\_\_, 2021 by \_\_\_\_\_