

KETTLE MORAINE FIRE BOARD MINUTES

Approved

Call to order: R. Spurrell called the meeting to order at 6:30 pm on November 22, 2021 at the Eagle Municipal Building, 820 East Main St Eagle, WI.

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

Pledge of Allegiance: Pledge of Allegiance was led by R. Spurrell. The Kettle Moraine Fire Board took a moment of silence in remembrance of the Waukesha Parade tragedy and victims.

Citizen comments/concerns: None

Discussion/action to approve minutes from Oct 11, 2021, Oct 25, 2021, Nov 3, 2021 and Nov 10, 2021 meetings: Motion by A. Rasmussen to approve the minutes from October 11, 2021 as presented. Motion seconded by G. Nickerson. R. Spurrell commented even though he will abstain from approval of the minutes because he wasn't there, he wanted to note there are two motions in the minutes missing the vote. Discussion clarified the vote, A. Rasmussen amended his motion to approve the minutes as amended. G. Nickerson amended his second. Motion carried 5 – 0 – 2 with D. Malek and R. Spurrell abstaining.

Motion by P. Jensen to approve the minutes from October 25, 2021 as presented. Motion seconded by E. Westrick. Motion carried unanimously (7- 0).

Motion by E. Westrick to approve the minutes from November 3, 2021 as presented. Motion seconded by G. Nickerson. Motion carried 6 – 0 – 1 with A. Rasmussen abstaining.

Motion by P. Jensen to approve the minutes from November 10, 2021 as presented. Motion seconded by E. Westrick. Motion carried 5 – 0 – 2 with A. Rasmussen and A. DeValkenaere abstaining.

Discussion/action regarding North Prairie retaining ownership of 1936 fire truck: G. Nickerson stated the 1936 fire truck is not an inventory item and North Prairie would like to retain ownership. Motion by P. Jensen to allow North Prairie to retain ownership of the 1936 fire truck. Motion seconded by D. Malek. R. Spurrell stated he didn't disagree with North Prairie keeping ownership however he had a concern the agreement stated all equipment. R. Spurrell stated he didn't know if the Kettle Moraine Fire Board has the authority to approve when the agreement states all equipment, and thought it should go the municipalities for approval. A. DeValkenaere questioned how we would clarify. R. Spurrell stated he thought if the Fire Board doesn't have authority it should go to the municipal boards, to clarify if the Fire Board does or doesn't have authority would be a question for legal counsel. Chief Kugel stated for clarification, the insurance quotes did not include the 1936 fire truck. Motion carried 5 – 0 – 2 with R. Spurrell and A. DeValkenaere abstaining.

Discussion/action regarding responsibility of costs related to background checks of KMFD applicants: G. Nickerson stated North Prairie is charged \$10/background check for the simpler background checks of driver's license and CCAP checks. More in depth background checks go up to \$50/background check. North Prairie is asking who is responsible for the charges. There was

discussion why North Prairie has a charge while Eagle does not. A. DeValkenaere stated if the background check is forwarded on to the Department of Justice there would be a charge. Chief Kugel stated Eagle has already done the background checks for all the active employees of NPDF and EFD and he will have the results from the EPD later this week. No action needed at this time due to the background checks already being done by EPD.

Discussion/action regarding Eagle's request to have KMFD staff finish EFD's accounting and responsibilities: R. Spurrell stated at the joint Town of Eagle and Village of Eagle board meeting for a budget workshop it was asked of the boards how to finish up EFD's accounting and responsibilities after January 1st. The Town of Eagle Board and the Village of Eagle Board is asking the KMFB to authorize the KMFD Administrative Assistant to finish up EFD's accounting and responsibilities. G. Nickerson asked how many hours would this be, it was stated it was an unknown. G. Nickerson stated he was wondering if the budget would need to be revised. R. Spurrell stated EFD is already paying for all the chief and administrative assistant hours until January 1, 2022 due to WRS limitation with KMFD being a new WRS eligible employer. Motion made by R. Spurrell to allow KMFD Administrative Assistant to finish up EFD's accounting and responsibilities. Motion seconded by G. Nickerson. Motion carried unanimously (7- 0).

Discussion/action regarding the compensation package for the KMFD Fire Chief: R. Spurrell stated Chief Kugel submitted a sheet summarizing what he is asking for in terms of a compensation package. There was discussion about the line items on the summary, which included pay, hours, vacation time, personal time and uniform allowance. Discussion focused on the salary topic. R. Spurrell stated he was not in favor of paying the \$75,000 being asked when \$70,000 was the agreed amount in the budget. D. Malek stated he thought the \$75,000 was fair. Discussion continued regarding the value of the compensation package as whole with insurance and WRS versus just the salary amount. A. Rasmussen stated he also thought the \$75,000 would be fair. Motion by P. Jensen to approve the compensation package as presented by the Fire Chief. Motion seconded by A. Rasmussen. R. Spurrell stated for the record he will vote against the motion because of the salary component, not for any other item. Roll call vote requested by P. Jensen.

A. Rasmussen – yes, D. Malek - yes, P. Jensen - yes, E. Westrick - no, G. Nickerson - no, A. DeValkenaere – no, R. Spurrell - no. Motion failed 3 – 4.

Motion by R. Spurrell to approve the compensation package as presented for all items with the except of the salary being \$70,000 with an annual evaluation determination on possible raises (salary is not automatically frozen for 3 years as present by Chief Kugel). Motion seconded by E. Westrick. Under further discussion D. Malek stated he thought it would be unfair to lock in at \$70,000 for 3 years. A. DeValkenaere requested a roll call vote.

A. Rasmussen - yes, D. Malek - yes, P. Jensen - yes, E. Westrick - yes, G. Nickerson - yes, A. DeValkenaere – yes, R. Spurrell – yes. Motion carried unanimously (7- 0).

Discussion/action regarding the compensation package for the KMFD Administrative Assistant: R. Spurrell stated Chief Kugel submitted a sheet summarizing what he is asking for in terms of a compensation package for the Administrative Assistant. R. Spurrell stated he was surprised the wage is being asked at \$21.00/hr, he clarified WRS enrollment is up to the state's ETF/WRS program, and he also stated the reporting of the Administrative Assistant to the Fire Chief and the Administrative Assistant not signing checks are both in direct conflict with the intermunicipal agreement approved by all three municipalities. R. Spurrell stated his concerns are based on the position, not the individual.

He has concerns of taking an individual who is EMT certified out of the work hours pool for EMT coverage, but tonight's discussion is based on the position and the position, no matter who is hired, is being presented in a manner that contradicts the agreement. P. Jensen stated he still has concerns with the Administrative Assistant reporting to the Fire Board and he would like the agreement to be re-evaluated regarding this position for the long term. For the wages, he feels the \$21.00/hr is reasonable. A. Rasmussen agrees that long term the agreement should be looked at but felt the board needs to move forward with what we have and thought the \$21.00/hr is fair. A. DeValkenaere stated she is concerned the hours won't be enough at 8 hours/week when it was advertised at 12 hours/week and their last discussion stated it could take 20 hours/week. She also stated the organization chart presented needs to be corrected to be in agreement with the intermunicipal agreement. Chief Kugel stated the hours being presented came from the applicant, she said these are the hours she would need to get the work done. When asked, Chief Kugel stated the current person for EFD averages around 20 hours/week with some work being done at home (not logged). G. Nickerson stated each person works at a different rate and it could be more or less than the current situation. D. Malek stated he thought the agreement should be looked at to update so the Administrative Assistant reports to the chief, and he also thought the \$21.00/hour is fair. R. Spurrell stated 8 hours is what the previous person before Eagle's current person was working, and it was stated that wasn't enough and that is why it was increased for the current person. Motion by P. Jensen to approve the compensation package at \$21.00/hour with the removal of the items that conflict with the agreement (reporting to the Chief and not signing checks). Motion seconded by A. Rasmussen. Under further discussion R. Spurrell asked for clarification if the concern presented to the attorney with the motion to hire has been clarified/resolved. P. Jensen stated it was clarified there is no issue. R. Spurrell stated he thought there is still an accounting concern that an EMT employee is also doing the accounting, this eliminates some checks and balances in the accounting process. P. Jensen stated the board still approves the reports. A. DeValkenaere asked for clarification on how the board approves things like payroll. P. Jensen stated the board approves the reports every month, and the Chief oversees the administrative part. P. Jensen stated that we are almost in December so something needs to be done. G. Nickerson stated that the Administrative Assistant stated she is willing to take on this position temporary until the Fire Board finds someone else because she is currently in paramedic class to become a certified paramedic. A. Rasmussen requested the vote be called. To stay consistent with the previous line item, R. Spurrell stated he'll call for a roll call vote. A. Rasmussen - yes, D. Malek - yes, P. Jensen - yes, E. Westrick - yes, G. Nickerson - yes, A. DeValkenaere - no, R. Spurrell - no. Motion carried 5 - 2 with R. Spurrell and A. DeValkenaere against.

Discussion/action regarding KMF D insurance proposals: Chief Kugel presented a summary of the two proposals, one from Horton Group and one from R&R Insurance. Chief Kugel explained he went thru both policies and the major savings in cost with Horton is the vehicle and liability portions. Both policies are the same with the exception that R&R Insurance did not include the cyber security liability; that cost would be in addition to the quote presented tonight. P. Jensen motioned to accept Horton Group's proposal based on numbers presented. Motion seconded by D. Malek. Under further discussion A. DeValkenaere asked the Chief how could he present the policies as 'apples to apples' if he just received R&R Insurance's quote this evening? Chief Kugel clarified he did not read it fully, he browsed thru it, and due to the fact both companies were given the same information he is 'taking their word' that the quotes are the same. G. Nickerson stated he would like to see the companies bring a representative to present their packets to the board. R. Spurrell stated if that is what the board decides,

it should be a special meeting because the insurance is a requirement for the EMS licensing. Chief Kugel clarified he can submit the application before the insurance is approved, but the EMS license cannot be approved by the state until the insurance policy is submitted. A. Rasmussen stated the insurance policy could be canceled in a few months if the board decided to change policies. G. Nickerson stated some policies are locked in for a year and didn't know if this policy would have that option. R. Spurrell stated he would like to know the difference in the cost, but due to the deadline for the EMS license he thought to approve for one year would be ok due to the fact it's the current carrier for EFD. Motion carried 4 – 3 with G. Nickerson, E. Westrick and A. DeValkenaere against.

Discussion/action to set a date for a swearing in ceremony for KMFD staff: Chief Kugel is looking at December 19th at 1:00 pm at the North Prairie station for a swearing-in ceremony. Motion by G. Nickerson to accept the time and date. Motion seconded by E. Westrick. R. Spurrell stated he doesn't have an issue with the ceremony, but does have a concern setting the ceremony before the EMS license is approved. Motion carried 6 – 1 with R. Spurrell against.

Discussion/action regarding ordering KMFD shirts, badges, helmet shields, patches: Chief Kugel is looking for permission to order the shirts, badges, etc due to the fact there is money allocated for this in the startup funds. Motion by P. Jensen to authorize the Chief to order the items for KMFD. Motion seconded by G. Nickerson. R. Spurrell stated that again he has a concern ordering before the EMS license is approved. Motion carried 6 – 1 with R. Spurrell against.

Discussion/action regarding a press release to the media about KMFD: Chief Kugel requested permission to release a statement to the press stating KMFD will be starting January 1, 2022. Motion by P. Jensen to release the press release statement as presented. Motion seconded by D. Malek. A. DeValkenaere suggested stating the 'proposed date of January 1st' due to the lack of having the license yet. G. Nickerson suggested stating 'will soon begin operating' rather than giving a date that's unknown at this time. P. Jensen amended his motion to approve the press release as amended. D. Malek amended his second. R. Spurrell stated he believes the press release should wait until the EMS license is obtained. Motion carried 6 – 1 with R. Spurrell against.

Discussion/action regarding ordering turn out gear: Chief Kugel stated there are 8 sets of turn out gear that expire January of 2022 and the cost to replace them is \$17, 588. Chief Kugel is requesting permission to order the sets of turn out gear at this time utilizing startup funds that were designated for Chief wages due to the Chief wages not being used. Motion by P. Jensen to order the turn out gear by reallocating \$17,700 of the startup funds for the turn out gear purchase. Motion seconded by G. Nickerson. Under further discussion R. Spurrell stated he feels this should have been an EFD expense and Eagle failed by not having this taken of before the merger. Motion carried 6 – 1 with R. Spurrell against.

Discussion/Action for approval of KMFD SOGs 33101 – 33122: R. Spurrell stated he did not get the SOG's read prior to the meeting. Based on the fact the SOG's were already approved to send in to the state and this is just to update them, R. Spurrell made a motion to table until the next regular meeting. Motion seconded by A. DeValkenaere. Motion carried unanimously (7- 0).

Fire Chief Report: Chief Kugel reported 43 of the 46 current employees at EFD and NPFD have applied to KMFD. One employee said they will not be applying, the other two employees are undecided at this time.

Chief Kugel reported the state fire ID number has been obtained, so KMFD will be able to respond to fire calls. The EMT license application will be hand delivered to the state on Wednesday. The state has informed the Chief that if the EMT license is not approved before Jan 1, 2022 that EMT calls can be responded to with the current EFD and NPFD licenses. The state has stated they will not shut down the EMT service before the approval of the new EMT license.

Startup IT services for KMFD will be approximately \$5,700. Bill Arendt is scheduled to come in during the month of December to get everything set up. Microsoft 365 will be the new platform, which is also what Waukesha County is requesting all departments and districts to go so information can be shared.

Chief Kugel attended and passed his Officer 4 class.

Chief Kugel reported that Waukesha County Dispatch stated all of the KMFD response plans have been finalized and entered in the system. Starting January 12th the new response plans will be used.

The delay is due to waiting for the MAPP rollout that county will do for all updates.

Andreas Billing Service contract has been signed and returned.

The Aladtec scheduling software will allow the same subscription to be used with a simple change of the name in the software for a fee of approximately \$250.

Chief Kugel stated the KMFB will get a message of understanding for all of the records that will need to be transferred to the KMFD from the EFD.

Adjournment: Motion by D. Malek to adjourn. Motion seconded by P. Jensen. Motion carried unanimously (7- 0).