

# KETTLE MORAINÉ FIRE BOARD MINUTES

Approved

**Call to order:** President R. Spurrell called the meeting to order at 6:31 pm on October 25, 2021 at the North Prairie Municipal Building at 130 N. Harrison St North Prairie.

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

**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

**Discussion/action to approve minutes from Sept 27, 2021 and Oct 11, 2021 meetings:** A. DeValkenaere questioned if the motion to hire the attorney was intended to hire the attorney or just to hire the attorney for the opinion received at the meeting. A. Rasmussen clarified his motion was to hire the attorney for the district. A. DeValkenaere further stated she had asked if the Office of Lawyer Regulation was contacted regarding attorney Kyle Gulya and never got a response. A. DeValkenaere stated she'd like that in the minutes. Lastly A. DeValkenaere stated the minutes reflect P. Jensen was authorized to hire an attorney in closed session, in her opinion that never occurred. A. DeValkenaere believes the minutes should reflect it was never authorized for a single member to authorize the liability of expenses when the Board had not authorized that in either closed session or open session. A. DeValkenaere stated she would like the minutes to be amended to reflect the second and third points (point one was no longer relevant after A. Rasmussen clarified his motion). P. Jensen responded that he did not find any reprimands in regards to the attorney, and he felt he was given authorization to hire an attorney. Motion by P. Jensen to approve the minutes. R. Spurrell asked for clarification that this was only for September 27, 2021 meeting and if the approval was as amended or as presented. P. Jensen stated his motion is to approve the minutes for September 27, 2021 as presented. Motion seconded by D. Malek. Under further discussion R. Spurrell asked why the approval wouldn't be as amended. P. Jensen stated he didn't feel it was necessary. Motion carried 5 – 2 with A. DeValkenaere and R. Spurrell opposed. Motion to table October 11, 2021 minutes by D. Malek. Motion seconded by A. DeValkenaere. Motion carried 6 – 0 – 1 with R. Spurrell abstaining.

**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 P. Jensen 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:** A. Rasmussen - Yes, D. Malek - Yes, P. Jensen - Yes, E. Westrick - Yes, G. Nickerson - Yes, A. DeValkenaere - Yes, R. Spurrell - Abstained. Motion carried 6 – 0 – 1 with R. Spurrell abstaining.

**Closed Session:** Closed session at 6:40 pm. R. Spurrell left the meeting during closed session.

**Motion to reconvene into Open Session:** Motion to reconvene into open session by P Jensen. Motion seconded by A. Rasmussen. Motion carried 6 – 0.

**Open Session:** Open session at 6:58 pm. R. Spurrell rejoined the meeting.

**Discussion/action regarding the KMFD Administrative Assistant position:** Motion by P. Jensen to table the topic of the KMFD Administrative Assistant. Motion seconded by D. Malek. Motion carried 6 – 0 – 1 with R. Spurrell abstaining.

**Discussion/action to approve the KMFD HR Policy:** R. Spurrell summarized that he combined the Eagle Fire Department HR Policy and the Village of North Prairie HR Policy. There was discussion that there were many EFD's remaining. P. Jensen stated there should be a Firearms Policy, suggested National Guard is added any place there is a military reference, vacation time should accommodate any time served at the previous departments, and a disclaimer that an employment contract may overrule the HR policy. S. Kugel stated some concerns including topics of hiring of immediate relatives, uniform policy, computer software, alcohol and drugs, overnight stays, employment requirements, probation period, tuition reimbursement, and use of public property. Discussion was held on each topic. Edits will be done by R. Spurrell and a clean copy will be sent out for review by the board members. Motion to table until a clean copy is reviewed by P. Jensen. Motion seconded by E. Westrick. Motion carried unanimously (7 – 0).

**Discussion/action to approve an IT company:** R. Spurrell gave a summary of availability, hourly rate and services offered of the IT companies suggested at the last Kettle Moraine Fire Board meeting. Motion by P. Jensen to hire Arendt Enterprises. Motion seconded by D. Malek. Motion carried unanimously (7 – 0).

**Discussion/action to approve a KMFD employment application:** S. Kugel stated he made an edit to the application based on the HR policy discussion held previously in the meeting. A. Devalkenaere expressed a concern of the driver's license number and the social security being on the application if the application can't be guaranteed to be secured. R. Spurrell expressed a concern of the membership association being a requirement to be an employee. Those items will be removed from the application.

Motion to approve the KMFD employment application as amended by P. Jensen. Motion seconded by A. Rasmussen. Motion carried unanimously (7 – 0).

**Discussion/action to distribute the KMFD employment application:** Motion by P. Jensen to give permission to release the approved employment application to the public. Motion seconded by E. Westrick. Motion carried unanimously (7 – 0).

**Discussion/action regarding background checks on KMFD applicants:** S. Kugel stated he would like to have both Eagle and North Prairie's police departments both do the background checks so it doesn't overburden one of the departments. R. Spurrell stated he thought any current employee of EFD or NPF D could just have a brief background check to verify a valid driver's license and nothing new in the last year. A full background check would only be necessary for a new employee's application from personnel that do not currently work for EFD or NPF D. Motion by R. Spurrell to only have full background checks done for applicants that are not currently EFD or NPF D employees, and abbreviated background checks of driver's license and CCAP check for applicants that are currently employed with either EFD or NPF D. Motion seconded by A. Devalkenaere. Motion carried unanimously (7 – 0).

**Discussion/action to approve purchase of accounting software:** R. Spurrell stated this was a carryover from last month's meeting. R. Spurrell asked if KMFD was buying QuickBooks or a different software. P. Jensen asked S. Kugel what his preference would be, S. Kugel stated he knows more about QuickBooks than the other software therefore QuickBooks is his recommendation. Motion by P. Jensen to purchase QuickBooks. Motion seconded by A. Rasmussen. Motion carried unanimously (7 – 0).

**Discussion/Action for approval of SOG's for KMFD:**

**#33114 Employee Compensation:** S. Kugel explained this SOG sets the base pay for the employees. The dollar amounts are based off of current base pay rates EFD has. R. Spurrell asked why the Assistant Chief wages are calculated differently. R. Spurrell also stated he thought in today's employment status and the difficulties that fire departments are having getting employees that the base wage needs to be raised. S. Kugel stated the Assistant Chief wage change wouldn't affect the budget, but the employee base wage could. Motion by P. Jensen to approve SOG #33114 as amended. Motion seconded by D. Malek. It was asked for clarification what the amendment was. The Assistant Chief wages is a \$3/hr rate, the base rates will increase by \$2/hr and the cap on the wages increases to \$20/hr. Motion carried unanimously (7 – 0).

**#33115 New Hire Policy and Compensation:** Motion by R. Spurrell to approve SOG #33115 as presented. Motion seconded by A. Rasmussen. Motion carried unanimously (7 – 0).

**#33118 Day Room Policy:** It was clarified there were changes to the HR policy to match this SOG, but the SOG did not need to be amended. Motion by P. Jensen to approve SOG #33118 as presented. Motion seconded by D. Malek. Motion carried unanimously (7 – 0).

**#33119 Employee Residency:** The SOG will be amended so that fulltime employees require the residency requirement in order to be the same as the HR policy. Motion by G. Nickerson to approve SOG #33119 as amended. Motion seconded by P. Jensen. Motion carried unanimously (7 – 0).

**#33201 Records Retention Policy:** S. Kugel stated this SOG was reviewed by the State of WI's archivist and the state is ok with the SOG. Motion by P. Jensen to approve SOG #33201 as presented. Motion seconded by G. Nickerson. A. Devalkenaere asked for clarification of the retention of

employment applications. S. Kugel clarified its 3 years if the applicant is not hired, but if the applicant is hired it's kept the whole time the person is employed. Motion carried unanimously (7 – 0).

**Discussion/action for approval of Dr Mark Schultz as KMFD Medical Director:** Motion by G. Nickerson to approve Dr. Shultz as the KMFD Medical Director. Motion seconded by P. Jensen. Motion carried unanimously (7 – 0).

**Discussion/action for approval of a medical billing company:** S. Kugel is recommending Andres. Life Quest doesn't operate with the ESO that will be used. Andres proposal is with a 5.5% fee and they will take care of updating all the insurance companies with the new EMS license numbers. Motion by P. Jensen to approve Andres Medical Billing (AMB) for KMFD ambulance billings at a 5.5% rate for a minimum of 3 years. Motion seconded by E. Westrick. Motion carried unanimously (7 – 0).

**Discussion/action for approval of fuel cards and fuel filling process:** S. Kugel stated NPFD currently uses the Waukesha County substation and EFD uses BP with BP credit cards. Motion by A. Devalkenaere to approve using both Waukesha County and BP. Motion seconded by P. Jensen. During further discussion D. Malek suggested talking to R. Chapman to see about getting better prices. Motion carried unanimously (7 – 0).

**Discussion/action for approval to apply for a FDID number with DSPS:** Motion by P. Jensen to authorize S. Kugel to apply for a FDID number. Motion seconded by E. Westrick. Motion carried unanimously (7 – 0).

**Discussion/action for approval to apply for EMS licensure:** Motion by G. Nickerson to authorize S. Kugel to apply for an EMS license. Motion seconded by A. Devalkenaere. Motion carried unanimously (7 – 0).

**Discussion regarding Eagle and North Prairie Fire self-certification and 2% dues:** S. Kugel stated the state said KMFD will be eligible for the 2% dues, the municipalities just need to self-certify.

**Discussion/action to approve Paramedic Intercept Agreement with Mukwonago Fire Dept., Town of Mukwonago and Village of Mukwonago:** S. Kugel stated all agreements for mutual aid and paramedic intercepts are with the municipalities so they automatic carry over KMFD. The only one that isn't with the municipality is Mukwonago's paramedic intercept agreement. That one is with NPFD. Motion by A. Rasmussen to approve the Mukwonago Paramedic Intercept Agreement. Motion seconded by D. Malek. Motion carried unanimously (7 – 0).

**Discussion/Action to use start up fund for a swearing in ceremony for all employees:** S. Kugel is asking to have one large swearing-in ceremony for all employees. Motion by P. Jensen to authorize use of funds not to exceed \$300. Motion seconded by G. Nickerson. Motion carried unanimously (7 – 0).

**Discussion/Action to approve a Fire Department Insurance Policy:** S. Kugel stated he is still waiting for quotes from multiple insurance companies. Motion by P. Jensen to table. Motion seconded by E Westrick. Motion carried unanimously (7 – 0).

**Discussion/Action to set up vendor accounts for KMFD:** S. Kugel is asking for permission to start setting up vendor accounts to be ready when purchases are necessary. Motion by P. Jensen to authorize setting up vendors for KMFD. Motion seconded by A. Rasmussen. Under further discussion R. Spurrell stated vendor verification should be done per the auditor's recommendation. Motion carried unanimously (7 – 0).

**Discussion/Action to approve setting up software program for January 1, 2022:** S. Kugel stated there are four major software's the fire department will use: Aladtec, Vector Solutions, ESO Solutions, and IamResponding. S. Kugel is looking for approval for all four programs/apps. Motion by P. Jensen to approve setting up the four software programs as presented. Motion seconded by G. Nickerson. Motion carried unanimously (7 – 0).

**Discussion/Action to approve radio and pager reprogramming:** S. Kugel stated Waukesha County stated there are a few options for the radios and pagers. There will also be a discussion at the next Fire Chief's Association meeting as to what direction all the departments are wanting to go with. Motion by P. Jensen to table. Motion seconded by D. Malek. Motion carried unanimously (7 – 0).

**Adjournment:** Motion by P. Jensen to adjourn. Motion seconded by D. Malek. Motion carried unanimously (7 – 0). R. Spurrell adjourned the meeting at 9:18 pm.