SPECIAL KETTLE MORAINE FIRE BOARD MEETING MINUTES

Unapproved

**Call to order:** President D. Malek called the meeting to order at 6:31 pm on July 7, 2022, at the North Prairie Municipal Building 130 N. Harrison St., North Prairie, WI.

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**Roll Call:** D. Malek, R. Spurrell, A Rasmussen, and P. Jensen were present. G. Nickerson and E. Westrick arrived at 6:39. B. James was Absent.

**Pledge of Allegiance:** D. Malek led the Pledge of Allegiance

**Citizen comments/concerns:** No public comment.

**Discussion/action to approve minutes from 5/26/2022:**

Motion by R. Spurrell, Second by P. Jensen. Vote was 3/0 with Arvy abstaining.

**Announcement for possible closed session per WI Statute § 19.85(1) (e) for detailed discussion/action regarding contracting with the Town of Palmyra:**

**Municipalities present Board Members approved for 2022-2023 year:** D. Malek stated Margaret Knight would be the new board member for the Town of Eagle and R. Spurrell stated that Brian James would be the new board member for the Village of Eagle.

**Discussion/action regarding Chief Kugel requesting Credit Cards:** Chief Kugel explained that to get a company credit card, KMFD would have to be in existence for two years. To help out until KMFD can get their own credit card he asked if one of the municipalities would be willing to let us get a card under their account just like Eagle Fire used to do with the Town of Eagle. A. Rasmussen asked if we had gone up the chain with that request even to the president of the bank to see if we could get approval. The Chief explained that most banks work with credit card companies and don’t carry their own credit cards. A. Rasmussen suggested KMFD talk with Chase Bank about getting a card. P. Jensen stated that even Federal employees to get a P card, they must have two years of employment. Even if there is a disaster, if they haven’t been employed for two years, they can’t have a card to make purchases. It seems like everyone is clamping down. D. Malek asked what our next move is. The Chief again asked for one of the municipalities create an account for KMFD like Eagle Fire used to do so that KMFD receives the bill and takes care of paying it. This would need to be for 18 months to two years. D. Malek would have to talk to the Town Board but is concerned that it might cause more work for the Clerk, who is already overwhelmed. The Chief explained that the billing would be coming directly to KMFD, so it shouldn’t add any additional work for the Clerk. G. Nickerson stated he would take it to the Village of North Prairie Board. R. Spurrell is concerned that it is not one of the Village employees, and because of that the Bank might not allow it. He stated he would check into it. D. Malek stated that the Board would check with their Municipalities and get back to the Chief.

**Discussion/action regarding current location of WRS paperwork:** R. Spurrell stated that the request to give the Administrative Assistant access to the ETF System has been sent to the state. J. Conk stated that she received notification of that today. She expressed concern that we are out seven months with no payments made. R. Spurrell stated that there would be lots of catch-up work and that back payments could be made every 24 hours. He stated that it isn’t ideal but the payments have to be made by the end of the year. D. Malek stated that at this time no action was needed.

**Discussion/action regarding turning over all KMFD records, payment responsibilities, and insurance payments to the Board Administrative Assistant:** P. Jensen is concerned that records that were split in different locations and wanted to make sure that all of the records and paperwork are all at KMFD. He asked J. Conk what she is missing. She stated that she doesn’t have anything on the health insurance, the payments made, and any personnel records or information. R. Spurrell stated that he doesn’t have any personnel information and that the health insurance is under ETF, so as soon as J. Conk gets access, she will be able to make to health insurance payments as well. P. Jensen asked about all of the start-up records to make sure that KMFD has all of those records. The Chief confirmed that he has all of the old and new personnel records in his office. D. Malek asked to clarify if J. Conk needs from the Board to be authorized for ETF. R. Spurrell stated that as soon as the application is processed, she should have access.

**Discussion/Action regarding the 2023 KMFD budget:** R. Spurrell asked to have this put on since KMFD is to have a budget to the Board by September 1. He stated that just looking at a budget comparison, there are a few line items where KMFD will go over budget. The Administrative Assistant and POC numbers will have to change significantly. Just those line items alone will increase the budget by 6%. He sees some that are on track to be over budget, but also others to be under budget. The Chief stated that he has been working on it based on the first six months. He will present the draft at the next board meeting on the 28th of July.

**Motion for closed session per WI Statute § 19.85(1) (e) for detailed discussion/action regarding contracting with the Town of Palmyra:** R. Spurrell stated that we don’t even know where we are at from a budgetary aspect, so he wanted to know why we would be going to closed session. We haven’t been given a contract to consider and last month the Chief said the timing wasn’t optimal, so he isn’t sure a discussion is needed. He also stated that we shouldn’t disclose the numbers, they should be disclosing the numbers. If they are asking for a contract to give them coverage, what if they go over the contracted agreement. P. Jensen stated that he would like to hear what they have to say, and his decisions would be based on that and what their ideas are. P. Jenson made a motion to go to closed session. G. Nickerson second. Roll call vote was called for. Vote was 4/2 with R. Spurrell and A. Rasmussen voting no. The motion passed. D. Malek calls to go to Closed Session.

**Motion to reconvene into Open Session:** Motion by P. Jensen, Second by G. Nickerson. Vote is 6/0 – Motion passed

**Fire Chief Report:** Chief Kugel included calls for service in the board packet. Total calls as of the meeting was 230. He also reported that Kettle Moraine Days and the parade were huge successes. P. Jenson mentioned that he had several calls from residents about the fire at Eagle Springs – especially praising KMFD for their great work.

**Adjournment:** Motion by P. Jensen to adjourn, second by A. Rasmussen. Motion carried unanimously (6– 0). D. Malek adjourned the meeting at 7: pm.