



OFFICIAL MEETING MINUTES
SOUTH AREA FIRE & EMERGENCY RESPONSE DISTRICT
Board of Directors & Fire Commission Joint Meeting
Wednesday, February 26, 2020 @ 6:00 P.M.

A. Call to Order

The meeting of the South Area Fire and Emergency Response District Board of Directors was called to order at 6:01 P.M. by SAFER Chairman Al Opall.

The meeting of the South Area Fire and Emergency Response District Fire Commission was called to order at 6:02 P.M. by SAFER Fire Commission President Harlan Hebbe.

Members Present

Board of Directors - Opall, Langenhahn, Sparks and Maloney were all present. Legner was absent and excused. Fire Commission – Hebbe, Campbell, Jackan, Phelps and Fiene were all present. Also present: Town of Rib Mountain - Administrator Rhoden; Attorney Dean Dietrich; SAFER – Chief Savage, Deputy Chief Finke, and EMS Division Chief Bechel. There were 2 visitors present at the meeting.

B. Correspondence/Comments from the public on issues related to the SAFER District

None

C. Consent Items

Board of Directors approval of prior meeting minutes from November 12, 2019 and January 16, 2020.

Langenhahn/Sparks moved to approve prior meeting minutes from November 12, 2019 and January 16, 2020. Motion carried unanimously.

Board of Directors approval of vouchers from December 2019 and January 2020.

- Sparks questioned a couple transactions and overdraft fees at Intercity State Bank.
- Deputy Chief Finke will look into the transactions.

Maloney/Sparks moved to approve vouchers from October and November 2019. Motion carried unanimously.

Fire Commission approval of prior meeting minutes from December 27, 2019.

Jackan/Campbell moved to approve prior meeting minutes from December 27, 2019. Motion carried unanimously.

D. Business Items

Presentation from Dietrich VanderWaal.

- Dean Dietrich presented the Board of Directors and the Fire Commission.
The relationship between the Fire Board (Board of Directors) and the Fire Commission. The responsibility of the Fire Commission is very limited. Hiring and discipline are the primary focuses of the Fire Commission. Not setting a policy and not engaging in policy discussions about the operations of the Fire Department. The responsibility as a Fire Commission member is to engage in a hiring process, establishing testing procedures, working with staff to develop a hiring list, doing interviews that are appropriate for the people on the hiring list and serving as the jury. You serve as the jury, if a proceeding is brought before you for discipline of an officer. That means you should not be investigating a matter. Make findings from what was presented to you, not to go out and find the facts.
- The Fire Board is the one that directs and works with the staff on day to day performance. Whether if it's budget or policy and then evaluating that.

- If an employee has a problem in the department. We operate under a Military Chain of Command, it goes up through the ranks, that is how Police and Fire run. If a member of the public has a problem with the conduct of the Fire Chief, then they file charges with the Fire Commission but again they're not involved in the day to day evaluation of the Chief or Deputy Chief. The Fire Commission would then contact the legal counsel for SAFER to assist in the process.

Discussion and possible action on the process for conducting the Fire Chief's evaluation.

- Chairman Opall mentioned Sparks has a form he would like to introduce. Opall asked the Fire Chief and Deputy Chief to find out from other Fire Departments in the area how the Chief's evaluations are done.
- Sparks would like to complete a second evaluation of the Fire Chief for 2019. To show where we are at and what the goals are for 2020.
- Maloney would like to dove tail in what the Fire Commission had done at the Fire Chief's evaluation for 2019 so that we can look at that and evaluate at the end of 2020.

1st motion – Direct staff to provide background information to the Board of Directors regarding the performance and evaluation process. The Board of Directors is to review those documentations and forms and decide what will be used for the evaluation tool at the end of the year.

Action: Maloney/Sparks moved to approve the 1st motion. Motion carried unanimously.

2nd motion – The Board of Directors will develop its goals and objectives for management staff for this year and communicate that to management. That will dove tail with the Fire Commission's evaluation document.

Action: Sparks/Langenhahn moved to approve the 2nd motion. Motion carried unanimously.

Discussion on process for removing Board Members and/or Fire Commissioners if problems are created.

- President Hebbe has gone through the Charter and has not read anything if a member's actions are detrimental to the SAFER District, that can be grounds for being dismissed.
- Mr. Dietrich mentioned the entities that appointed a Board member or a Commission member has the authority to remove that person at the pleasure of the Board. As it relates to Board members, the two representatives from the two municipalities would be subject to removal at the pleasure at that municipality. The fifth member of the Fire Board is appointed by the other Fire Board members, so the removal would be by the other Fire Board members at their pleasure. The Commission has one representative appointed by each of the municipalities so the removal would be by the municipalities by their pleasure. The other three Commission members are appointed by the Fire Board so they would be removed at the decision of the Fire Board.
- Discussion over the Fire Commission on who was appointed by the municipalities and who was appointed by the Fire Board.
- Mr. Dietrich recommended he will prepare a memo to the Fire Board explaining how to decipher this and get it straight. The Village Board and the Town Board should designate one Commission member each and the other three members should be appointed by the Fire Board so it is clear and based on seniority.

Discussion and possible action on TEMS Program with Marathon County Sheriff's Office.

- Chief Savage stated this program has already been in place for a while and the contract expired and needed to renew it or bring it the Board. Marathon County SWAT has two Paramedic positions open for SAFER employees and one position is filled by Chief himself and doesn't want to commit a second person until we see how the budget is first.
- Sparks commented if it gets to where a lot of people are added, he wants to see how that is incorporated into the budget.

Action: Maloney/Sparks moved to approve. Motion carried unanimously.

Discussion and possible action on EMS contracts.

- Chief Savage stated this is coming back from the last Board meeting on what we get in revenue versus what we spend for Contract areas. We would like to get these Ambulance Service Agreements out so the municipalities can look at them for budgeting for next year. Contracts are still 3, 5 or 10 year agreements for

EMS. The Stand-by Fee at the end of each year is raised 5% for the 3 year, 3% for the 5 year, and 1.5% for the 10 year.

- Deputy Chief Finke mentioned every time our ambulance rolls out for a call it costs \$851.00 weather it's in the district or a contracted municipality, our revenue is \$667.00 in the townships. These numbers help offset some of the fees.
- Sparks mentioned that SAFER is supplementing the townships and the Village of Weston and Town of Rib Mountain taxpayers are paying more to provide for the townships. The rates need to be raised to what it costs the municipalities.
- Chairman Opall mentioned that we have the staff here, we go on the runs, we earn the income and it helps our bottom line. If we go high priced and want to break even, we wouldn't be able to do that. We would possibly lose Kronenwetter and Stettin and they will go out for a better offer. We are in a competitive field and we have to except that.
- Maloney mentioned that SAFER needs to crunch more numbers in the next month or month and a half for the contracts.

E. Staff Reports

Report from Fire Chief

- None.

Report from Deputy Fire Chief

- None.

F. Remarks from the Board of Directors and/or Fire Commission to set the next meeting date as well as discuss items for the next meeting agenda.

- Campbell mentioned he was not sure how the original Commission members where appointed from the Board/Municipalities.

G. Adjourn

Maloney/Langenhahn moved to adjourn. Opall adjourned at 8:03 P.M.