

**Brussels Union Gardner Fire Department
Brussels WI 54204**

**1358 County DK
Brussels WI 54204**

**3116 N. Stevenson Pier Rd
Sturgeon Bay WI 54235**

**MEETING MINUTES
November 16, 2011**

- 1. Call to order.** President Cletus Fontaine called to order, the meeting of the Board of Directors, at 6:30 p.m. at the Union Town Hall. Directors present: John Bur, Lyle DeBroux, Jon Koch and Glen Dart. Also present: Chief Curt Vandertie, and Assistant Chiefs Ryan Wery and Jim Wautier. Board Member Jarrod Parks was not present.
 - a. Quorum Present.** Enough Directors were present to create a quorum (5 out of 6).
 - b. Approval of Meeting Notice & Postings.** It is noted that the agenda was posted in all three towns (Brussels, Union, and Gardner). A motion was made by Jon Koch, seconded by Glen Dart to approve the posting of the meeting notice. Motion approved and carried.
 - c. Approval of the Agenda.** A motion was made by Lyle DeBroux, seconded by Jon Koch to approve the agenda. Motion approved and carried.
- 2. Review and approval of Minutes from October 19, 2011 Board Meeting.** Board Directors individually reviewed the minutes of the October 19, 2011 meeting. A motion was made by Jon Koch to approve the minutes. The motion was seconded by Lyle DeBroux. Motion approved and carried.
- 3. Communications Reports by Board Members.** None.
- 4. Public Comments.** None.
- 5. Vouchers Reviewed and Approved.** Board members reviewed the vouchers. A motion to approve voucher numbers 13615-13633 was made by Lyle DeBroux, seconded by Glen Dart. Motion approved and carried.
- 6. Treasurers Report Reviewed and Approved.** Treasurer Bur gave a copy to each Board Member to review. A motion to approve the Treasurer's Report was made by Jon Koch, seconded by Glen Dart. The motion was approved and carried.
- 7. Budget Updates (if any) - Bur.** None.
- 8. Truck Loan Levy Credit.** Amy Sacotte, Town of Gardner Town Clerk, provided information for the Board on the Truck Loan Levy credit. When the Town, Town of Gardner, makes its last payment to the Department, a credit of \$5,070.00 is

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deducted from the amount due. This will be done until the loan is paid off (8 years). A discussion took place regarding this matter. When the Board does the budget, it is based on the tax levy, however because of this Truck Loan Levy credit; there is \$10,000.00 less to work with. The agreement that is set in place will remain and for future budgeting purposes, \$10,000.00 will have to be deducted. No action was taken.

- 9. Long Range Planning Report (if any) - Koch.** Jon Koch gave a report on the November 1st Long Range Planning meeting. The Committee set out goals and ideas, the history of the Department, and the purpose of the Committee. The Committee will consist of Jon Koch, Cletus Fontaine, Jarrod Parks, the Fire Chief, Jason Monfils, Brad Geisel, and Karen Hintz from the UW Extension Office. For future meetings, the Committee will be looking at possibly adding three (3) community members.
- 10. Compensation for Lay Personnel Committee Meetings.** A discussion took place as to if lay personnel would be part of the committee, would they be compensated for attending the meeting(s) and if so, what amount. Lyle DeBroux made a motion to reimburse lay personnel and all members \$35.00 per meeting that they attend. Glen Dart seconded the motion. The motion was approved and carried.
- 11. Chief's Report – Curt Vandertie.** Chief Vandertie presented the Fire Chief's Report since the last meeting. Since the last meeting there were a total of 6 calls the Department responded to. The Department had its annual pump testing on three (3) primary trucks. During this test, it was discovered that two (2) trucks needed repairs and those repairs were made. The jet-ski has been returned back to Ken's Sports and is off of the insurance policy. The first week in December, the Department will be receiving a snowmobile from Ken's Sports. The Chief also reported to the Board on the pricing of the pictures if the Towns were interested in purchasing them. For a 24X30, with the print, matte, frame, and glass, the cost is \$315. For a 20X24, the cost is \$200.00. State Fire Fighter Level Certification classes are scheduled for February 14th thru April 14th. Assistant Fire Chief Jim Wautier reported that the Brussels Station had at least 2-3 places in the roof that leaked. There will be training on November 28th. WPS will be holding a two (2) hour training on gas and electric emergencies. The training will also include the EMR's. Assistant Fire Chief Ryan Wery commented that the SAFE boat has been returned to the Sturgeon Bay PD. He also stated that one furnace at the Gardner Station is not working properly and it will have to be looked at. A Board Member had requested a list of the calls that the Chief reports on. The Chief will provide that monthly and bring it to the meeting.

No action was taken.

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12. Chief's Proposal – Change Board Meeting Dates. Fire Chief Vandertie presented his 2012 work schedule to the Board. Based on his work schedule, the Chief would not be able to attend the Board meetings on the 3rd Wednesday of the month. The Board accommodated the Chief in setting a schedule that would work with his current 2012 work schedule.

13. Reimbursements – Fire Chief and Assistant Chiefs Out of Pocket Costs/Expenses (Re-Discussion). A discussion took place as to how to better handle out of pocket expenses. Ideas ranged from Petty Cash at each station to Debit Cards or Charge Cards. A motion was made by John Bur to obtain three (3) Business Charge Cards (no annual fee) with a maximum limit of \$500.00. The motion was seconded by Jon Koch. The motion was approved and carried.

14. Buildings and Grounds (if any). After a discussion with Del Herbold at Rural Insurance regarding individual Fire Fighters doing snow plowing, it was recommended to have someone who is covered under commercial insurance. Rob Alshwede will take care of the snow removal at the Gardner Station and the fill site in Gardner. Mark Lardinois will take care of the snow removal at the Brussels Station. Both parties agreed to \$50.00 for the driveway and \$30.00 for clearing out the doors.

15. Resignation Letter of Clerk – Replacement. The Clerk will create a flier to post at local businesses. All inquiries should be directed to President Cletus Fontaine. No action was taken.

16. Items for Next Month's Agenda. None.

17. Next Meeting Date. The Board set its next regular meeting for Wednesday, December 21, 2011 at the Gardner Town Hall for 6:30.

18. Adjournment. A motion was made by Lyle DeBroux, seconded by Jon Koch to adjourn the meeting at 8:17 p.m. Motion carried.

Respectfully, Christine Coulthurst, Recording Clerk