

**RIPON AREA FIRE DISTRICT
BOARD MEETING MINUTES
Tuesday, August 3, 2010**

The regular monthly meeting of the Ripon Area Fire District Board was called to order by President Joel Brockman at 6:30 P.M. at the fire station on Aspen Street in the City of Ripon. The roll call was taken and members present included: Lyndon Luker, Dan Luskey, Howard Hansen, Barbara Miller, Gary Page, and Barry Vandebriuk substituting for Dan Johnson. All Board members were present and represented. Also present were Deputy Chief Mark Sabel and legal counsel, Steven Sorenson. There were no visitors at the meeting.

The agenda as presented was approved on motion made by Dan Luskey and seconded by Howard Hansen.

Deputy Chief Mark Sabel received a phone call at this point from the auditors at Schenck & Associates. The auditor presented the audit report to the Board and reviewed the financial audit form and the management letter. After the review by the auditor, the Board asked questions concerning comments related to some of the depreciation items and control measures that were in the management letter. The auditor from Schenck & Associates indicated that he believed that the cost controls and internal audit controls were adequate and that the Board had nothing to concern themselves with at this point regarding this matter. On motion made by Dan Luskey and seconded by Howard Hansen, the audit was received and placed on file.

The Board then reviewed the Secretary's report and the Deputy Chief's report from the July meeting. There being no changes in the minutes or the Deputy Chief's report, the Secretary's report was accepted and placed on file as a result of a motion made by Barbara Miller, seconded by Lyndon Luker and unanimously passed by the Board.

The Treasurer's report was presented by President Brockman in the absence of Dan Johnson. The Board reviewed the items, including the list of invoices to be paid, and approved the Treasurer's report and the payment of the invoices with the exception of two items which were removed. The items removed related to the Commission hearings. The motion was made by Dan Luskey, seconded by Howard Hansen and approved unanimously.

The two invoices that were removed were discussed by the Board. They included an invoice from Davis & Kuelthau, the attorneys for the Commission, and the court reporter's invoice. It was determined that since the Commission was an entity created by the three participating municipalities, the invoice belonged to those municipalities and not to the District. Therefore, President Brockman indicated he would take the invoices back and would ask Steve Barg from the City of Ripon to coordinate payment of the invoices with the other municipalities based on the division used by the municipalities for services related to the District.

Deputy Chief Sabel provided his August report on activities as well as an equipment update. He highlighted several of the fire calls received by the District over the last month. He also extensively discussed a training video with the Board. The video had been shown to the officers. It was about a Green Bay fire and the hazards of new flooring systems being used in modern construction. Deputy Chief Sabel indicated that there were no significant equipment repairs or purchases over the past month. The August report was accepted based on a motion made by Howard Hansen, seconded by Lyndon Luker and unanimously approved.

President Joel Brockman reviewed the latest fire inspection reports, indicating that the inspections had been completed. Deputy Chief Sabel indicated that the information was still being downloaded and once that was complete, copies could be made and invoices would be sent out. The Board then discussed the follow up inspections as well as the completion of the second round of inspections needed for 2010. On motion duly made, seconded and unanimously carried, the Board approved continuing with Fire Inspection Services out of Oconomowoc, Wisconsin for the balance of the year.

President Brockman, under the category of communications, indicated that he had received notification of a government grant conference. He asked that the Board consider sending Board members and/or members of the Department who are interested in grant writing to this conference. On motion duly made, seconded and unanimously carried, the Board approved attendance at the conference by Board members and/or Department personnel. President Brockman was to check and see if the cost was \$35 per person or for a contingency from the District. In either case, the Board approved the attendance.

The Board then began an extensive discussion of the Board bylaws and policies. An open discussion was held on the policies and the Board made several suggested changes, which were to be updated by legal counsel Steven Sorenson. Attorney Sorenson is to have the changes completed and returned to the Board members no later than Monday, August 9, 2010, and the Board members are to respond in one week as to any changes they may have to the bylaws. It was suggested that the municipalities may want to advance copies of the bylaws to their legal counsel for review. The Board also approved a schedule for the review of certain policies. Attorney Sorenson is to provide a list of certain policies for review by the Board on or before the August 9, 2010 date. The Board members are to review those policies and contact Attorney Sorenson regarding their comments on the same. The process of taking groups of policies and reviewing them at meetings will be followed until such time as the Policies and Procedures Manual is completed.

The Board discussed the upcoming meeting of the Board, which will be held on September 7, 2010 at 6:30 P.M. at the fire station on Aspen Street in the City of Ripon. Any agenda items being requested should be given to President Brockman prior to that meeting.

There being no further business, the meeting was adjourned on motion made by Lyndon Luker and seconded by Dan Luskey.