

# RIPON AREA FIRE DISTRICT BOARD MEETING AGENDA

Fire Station, Aspen Street

Tuesday, May 2, 2023

**7:00 PM**

- I. Call Board Meeting to Order / Roll Call
  - A. Welcome to Lyden Rasmussen – Town of Nepeuskun
- II. Approve Agenda
- III. Public Comment
- IV.
- V. Approve Secretary's Reports
- VI.
- VII. Treasurer's Report
  - A. Review accounts payable and treasurers report
- VIII. Chief's Report
  - A. Department Staffing & Morale Update
  - B. Certification update
  - C. March Calls for Service
  - D. Fire Inspection Update
  - E. Building Project updates
  - F. Update on Strategic Plan
  - G. Update on Purchasing Priorities
- IX. Old Business
  - A. Review bids for cameras – Action Item
  - B. Review bids for doors – Action Item
- X. New Business
  - A. Election of officers
    - President
    - Vice President
    - Secretary/Treasurer
  - B. Exit Interviews for former employees-- review of questions/editing
  - C. Open Meeting Violation Complaint
  - D. Report of fundraisers already occurring
    - Ad hoc committee appointments for fundraising committee
  - E. Review quote from Annual Maintenance - Action Item
  - F. SSM Health EAP Contract – Action Item
  - G. Review of bid for Hot water Heater – Action Item
  - H. Review of Bids for Water Bottle filling station – Action Item
- XI. Board Discussion /Communication
- XII. Agenda items for future meetings
- XIII. Next Regular meeting June6, 2023 7:00pm
- XIV. Adjourn

Note: A majority of the Ripon Town Board, the Town of Nepeuskun and the City council of Ripon may be attending this meeting. No discussion or action will be taken regarding town or city business.

## Minutes of Ripon Area Fire District Meeting April 4, 2023

The Meeting of the Ripon Area Fire District was called to order at 7 pm on April 4th, by President Sorensen. Role was called with the following members: Vanderbrink, Page, Gatzke, Schatzinger, Iverson, Wargula and Sorensen present. Also present was Administrative Chief Robert Whitaker, from McMahan Engineering and Associates, Attorney Massey, Captain Donovan, Interim Chief Hollatz, and Captain Boers.

No public comment

Approve agenda.

Motion to approve agenda by Page, second by Wargula. Motion approved 7-0

Secretary/Treasurers Report.

Misspelling of "Sorenson" should have been "Sorensen".

Motion to accept report with the correction of the name by Gatzke and second by Vanderbrink.

Motion carried 7-0.

Treasurers Report

Motion to accept the Treasurer's Report by Gatzke, seconded by Vanderbrink. Discussion of salaries and cost of administration. Discussion of budget. Discussion of past due bills. 7-0 motion carried.

Action Item:

Acceptance of a donation of \$50 from Brendon Conlon for combi tools. Motion by Gatzke and second by Page. Motion carried 7-0.

Discussion that the Firehouse Sub Grant totaling \$28,965.00 for the combi tool was deposited today. Tool ordered with delivery in May.

Administrative Report

- a. Discussion of CLA forensic Audit.
- b. Lt Mumm requested a 30 day leave of absence. FF Horner left for a full time job in TN. Members of the department will be attending a job fair at Fox Valley Technical.
- c. Certification updates. Several members of the department are upgrading their credentials.
- d. Reinspections. Russel Manor and St. Peters's Church will both be reinspected.
- e. Call report: 22 calls for the month. 79 for year.
- f. Update of building: nothing new. Upstairs work in on hold.
- g. Update on Strategic Planning survey and discussion of how it is proceeding.
- h. Update on purchasing priorities: we need to put this on the fundraising discussion.

Old business:

- a. Update on status of forensic audit. No response from credit card company. CLA was on site looking for documents. There are still charges on the card.

New Business:

- a. Action Item: Discussion and possible action of amending budget and funding request for purchase of fire engine from Pierce Manufacturing. Discussion of upgrading water tank to 1000 gallons, add roto chains, delete wireless intercom system, change rear bumper to 18 inches, weather radio, additional intercom speakers, additional foam outlets, slide out tool board, tinting crew cab doors to keep interior cool, water level gauge, chevron on front bumper for safety, front hose discharge, go light cab (spot light) The additions and deletions come to an additional \$14,043.00. Motion by Page, second by Schatzinger. 7-0 motion carried.  
Motion by Page, second for Schatzinger. Roll call vote. All voted yes, motion carried 7-0.
- b. Action item: Motion to take three bids for security cameras. Motion by Gatzke and second by Page. Motion carried 7-0.
- c. Contract for annual audit services from CLA. We are now high risk so it costs more. Warnings were issued by the auditors that we had no internal controls. Discussion. They are looking at five line items that were possible not spent but we can not find where that money was spent. Motion to increase that budget item from \$3000.00 to \$6,500. Discussion by Massey, Page and Schatzinger. Motion by Iverson and second by Schatzinger. Roll call vote. Motion passed 7-0.
- d. Action item: Review bids for door replacement. No action as one bid had not yet been submitted.

Board Communication

No letters. President Sorensen talked with Dave Hahn about his fire. He brought out that a video tutorial about fire extinguishers and fire hazard.

Future agenda items.

- a. fundraising for specific items.
- b. auditor bids.
- c. Exit interviews.

Motion to adjourn to close session: Motion by Schatzinger, second by Gatzke. Motion passed 7-0.

Meeting ended at 8:02 p.m.

**RIPON AREA FIRE DISTRICT**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 4 MONTHS ENDING APRIL 30, 2023**

**OPERATIONS FUND**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUD
<u>OPERATIONS INTERGOVERN REV</u>					
10-2200-43420 STATE FIRE DUES	.00	.00	25,011.00	25,011.00	.00
10-2200-43740 FIRE PROTECTION FEES FR MUNICI	.00	214,810.51	429,620.00	214,809.49	50.00
TOTAL OPERATIONS INTERGOVERN REV	.00	214,810.51	454,631.00	239,820.49	47.25
<u>OPERATIONS CHARGES FOR SRVC</u>					
10-2200-46221 FIRE CALL CHARGES	500.00	4,444.88	60,000.00	55,555.12	7.41
10-2200-46222 FIRE INSPECTION FEES	.00	.00	55,150.00	55,150.00	.00
10-2200-46224 FIRE PREVENTION SERVICES	.00	200.00	3,000.00	2,800.00	6.67
TOTAL OPERATIONS CHARGES FOR SRVC	500.00	4,644.88	118,150.00	113,505.12	3.93
<u>OPERATIONS MISCELLANEOUS REV</u>					
10-2200-48110 INTEREST INCOME	127.50	285.79	200.00	( 85.79)	142.90
10-2200-48410 INSURANCE RECOVERIES	.00	650.00	.00	( 650.00)	.00
10-2200-48910 MISCELLANEOUS REVENUE	.00	5.00	7,500.00	7,495.00	.07
TOTAL OPERATIONS MISCELLANEOUS REV	127.50	940.79	7,700.00	6,759.21	12.22
<u>OPER OTHER FINANCING SOURCES</u>					
10-2200-49300 FUND BALANCE APPLIED	.00	.00	51,425.00	51,425.00	.00
TOTAL OPER OTHER FINANCING SOURCES	.00	.00	51,425.00	51,425.00	.00
<u>GRANTS MISCELLANEOUS REV</u>					
10-2201-48510 DONATIONS/CONTRIBUTIONS	28,965.00	28,965.00	.00	( 28,965.00)	.00
TOTAL GRANTS MISCELLANEOUS REV	28,965.00	28,965.00	.00	( 28,965.00)	.00
TOTAL FUND REVENUE	29,592.50	249,361.18	631,906.00	382,544.82	39.46

**RIPON AREA FIRE DISTRICT**  
**EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 4 MONTHS ENDING APRIL 30, 2023**

**FUND 10 - OPERATIONS FUND**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUD
<u>OPERATIONS EXPENDITURES</u>					
10-2200-51110	FULL TIME SALARIES	1,192.00	1,192.00	69,010.00	67,818.00 1.73
10-2200-51120	PART TIME SALARIES	19,548.03	87,523.40	298,583.00	211,059.60 29.31
10-2200-51130	OVERTIME	6.00	6.00	.00	( 6.00) .00
10-2200-51310	HEALTH & LIFE INSURANCE	.00	.00	16,300.00	16,300.00 .00
10-2200-51510	SOCIAL SECURITY	1,587.11	6,787.28	28,121.00	21,333.72 24.14
10-2200-51520	RETIREMENT	81.46	81.46	12,428.00	12,346.54 .66
10-2200-52100	PROFESSIONAL SERVICES	15,944.70	55,769.17	41,140.00	( 14,629.17) 135.56
10-2200-52110	ADVERTISING	.00	.00	500.00	500.00 .00
10-2200-52200	UTILITY SERVICES	2,593.98	9,579.05	18,833.00	9,253.95 50.86
10-2200-52410	REPAIR/MAINT/SERVICE EQUIP/VEH	292.20	9,478.57	33,435.00	23,956.43 28.35
10-2200-52420	REPAIR/MAINT/SERVICE BLDG/GRND	.00	439.95	2,000.00	1,560.05 22.00
10-2200-52500	TRAINING SERVICES	80.00	80.00	8,465.00	8,385.00 .95
10-2200-53100	OFFICE SUPPLIES	.00	448.20	6,184.00	5,735.80 7.25
10-2200-53200	PUBLICATIONS, DUES, SUBSCR	.00	200.00	3,639.00	3,439.00 5.50
10-2200-53300	TRAVEL	.00	.00	2,037.00	2,037.00 .00
10-2200-53400	OPERAT SUPPLY/SMALL EQUIP	2,517.31	6,023.91	31,859.00	25,835.09 18.91
10-2200-53500	REPAIR & MAINT SUPPLIES	.00	179.92	1,000.00	820.08 17.99
10-2200-53900	OTHER SUPPLIES & EXPENSE	26.48	202.11	2,300.00	2,097.89 8.79
10-2200-55100	INSURANCE	.00	21,305.00	33,072.00	11,767.00 64.42
10-2200-59000	CONTINGENCY	.00	.00	16,500.00	16,500.00 .00
10-2200-59300	FIREFIGHTER FUND	.00	4,000.00	6,500.00	2,500.00 61.54
TOTAL OPERATIONS EXPENDITURES		43,869.27	203,296.02	631,906.00	428,609.98 32.17
TOTAL FUND EXPENDITURES		43,869.27	203,296.02	631,906.00	428,609.98 32.17
NET REVENUE OVER EXPENDITURES		( 14,276.77)	46,065.16	.00	( 46,065.16) .00

**RIPON AREA FIRE DISTRICT**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 4 MONTHS ENDING APRIL 30, 2023**

**DONATIONS SPEC REV FUND**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUD
<u>DONATIONS MISCELLANEOUS REV</u>					
28-1940-48110 INTEREST INCOME	24.51	81.64	.00	( 81.64)	.00
28-1940-48510 DONATIONS/CONTRIBUTIONS	.00	4,550.00	.00	( 4,550.00)	.00
TOTAL DONATIONS MISCELLANEOUS REV	24.51	4,631.64	.00	( 4,631.64)	.00
TOTAL FUND REVENUE	24.51	4,631.64	.00	( 4,631.64)	.00
NET REVENUE OVER EXPENDITURES	24.51	4,631.64	.00	( 4,631.64)	.00

**RIPON AREA FIRE DISTRICT**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 4 MONTHS ENDING APRIL 30, 2023**

**CAPITAL PROJECTS FUND**

		PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUD
<u>CAPITAL PROJ CHARGES FOR SRVC</u>						
40-7010-46221	FIRE CALL CHARGES	.00	( 2,894.88)	.00	2,894.88	.00
	TOTAL CAPITAL PROJ CHARGES FOR SRVC	.00	( 2,894.88)	.00	2,894.88	.00
<u>CAPITAL PROJ MISCELLANEOUS REV</u>						
40-7010-48110	INTEREST INCOME	15.06	50.18	.00	( 50.18)	.00
	TOTAL CAPITAL PROJ MISCELLANEOUS RE	15.06	50.18	.00	( 50.18)	.00
	TOTAL FUND REVENUE	15.06	( 2,844.70)	.00	2,844.70	.00
	NET REVENUE OVER EXPENDITURES	15.06	( 2,844.70)	.00	2,844.70	.00

Invoice	Seq	Type	Description	Invoice Date	Total Cost	Payment Due Date	GL Period	GL Account
<b>04/03/2023</b>								
<b>DONOVAN, HEATHER (980)</b>								
20230330	1	Invoice	REIMB REAL WORLD FIREFIGHTER SURVIVA	03/30/2023	50.00	04/03/2023	04/23	10-2200-52100
<b>EMERGENCY SERVICES MARKETING CORP INC (5160)</b>								
23-10467	1	Invoice	IAMRESPONDING.COM SUBSCRIPTION	03/17/2023	735.00	04/03/2023	04/23	10-2200-52100
<b>FOX VALLEY TECHNICAL COLLEGE (5075)</b>								
TBP0000805	1	Invoice	STATE PRACT EXAM FIREFIGHTER II GRANA	03/20/2023	80.00	04/03/2023	04/23	10-2200-52500
<b>HOMAN CHEVROLET GMC (5265)</b>								
92662	1	Invoice	2012 CHEV TAHOE 6000 MILE SERVICE	03/23/2023	60.26	04/03/2023	04/23	10-2200-52410
<b>MASHACK, BARBARA J (5269)</b>								
141	1	Invoice	ACCOUNTING SERVICES MAR	03/31/2023	1,333.33	04/03/2023	04/23	10-2200-52100
<b>MILLER, DENNIS (5174)</b>								
20230308	1	Invoice	REIMBURSE CLEANING SUPPLIES SAMS CLU	03/08/2023	69.21	04/03/2023	04/23	10-2200-53400
<b>MODERN RENTALS INC (2140)</b>								
303520	1	Invoice	HUSKY CHAINSAW	03/21/2023	906.66	04/03/2023	04/23	10-2200-53400
<b>NIELSON COMMUNICATIONS INC (5326)</b>								
AR27739	1	Invoice	BATTERIES	11/23/2022	281.70	04/03/2023	04/23	10-2200-53400
<b>RENNERTS FIRE EQUIP SVC INC (2700)</b>								
INV-292	1	Invoice	2005 PIERCE INSTALL BEZELS ON PUMP PAN	03/07/2023	231.94	04/03/2023	04/23	10-2200-52410
<b>RIPON ACE HARDWARE (2760)</b>								
391350	1	Invoice	LYSOL CLEANER	03/15/2023	1.98	04/03/2023	04/23	10-2200-53400
391353	1	Invoice	LYSOL CLEANER	03/15/2023	1.98	04/03/2023	04/23	10-2200-53400
391652	1	Invoice	BATTERIES	03/21/2023	16.82	04/03/2023	04/23	10-2200-53400
<b>VON BRIESEN &amp; ROPER SC (5203)</b>								
419204	1	Invoice	LEGAL SERVICES FEB	03/10/2023	305.77	04/03/2023	04/23	10-2200-52100
<b>WEBSTERS MARKETPLACE (5209)</b>								
72488	1	Invoice	WATER	03/15/2023	17.95	04/03/2023	04/23	10-2200-53400
<b>04/19/2023</b>								
<b>ALLIANT ENERGY/WPL (200)</b>								
20230327	1	Invoice	ELEC, GAS	03/27/2023	2,314.22	04/19/2023	04/23	10-2200-52200
<b>KWIK TRIP (1840)</b>								
20230331	1	Invoice	GAS	03/31/2023	894.56	04/19/2023	04/23	10-2200-53400
<b>MCPMAHON ASSOCIATES INC (5322)</b>								
400523	1	Invoice	FIRE MANAGEMENT COUNSEL 2/26/23 - 4/1/2	04/11/2023	12,755.60	04/19/2023	04/23	10-2200-52100
400525	1	Invoice	STRATEGIC PLANNING & ORG ANALYSIS 2/26	04/11/2023	765.00	04/19/2023	04/23	10-2200-52100
<b>MOTOR PARTS AND EQUIPMENT (5295)</b>								
9934615	1	Invoice	BLISTER PACK CAPSULES	04/05/2023	9.99	04/19/2023	04/23	10-2200-53400
9935936	1	Invoice	W W VACUUM TUBING	04/07/2023	2.97	04/19/2023	04/23	10-2200-53400
<b>RIPON ACE HARDWARE (2760)</b>								
392756	1	Invoice	LAWN MOWER BATTERY, STRING TRIMMER	04/12/2023	313.49	04/19/2023	04/23	10-2200-53400
<b>VERIZON WIRELESS (5176)</b>								
9930809556	1	Invoice	PHONE, INSPECT TABLET INTERNET	04/15/2023	279.76	04/19/2023	04/23	10-2200-52200
<b>WEBSTERS MARKETPLACE (5209)</b>								
105298	1	Invoice	CANDY FOR JOB FAIR	04/08/2023	26.48	04/19/2023	04/23	10-2200-53900
Grand Totals:					<u>21,454.67</u>			

Report GL Period Summary

GL Period	Amount
04/23	<u>21,454.67</u>
Grand Totals:	<u>21,454.67</u>

Vendor number hash: 92200

Terms Description	Invoice Amount	Discount Amount	Net Invoice Amount
Vendor number hash - split:	92200		
Total number of invoices:	23		
Total number of transactions:	23		

Terms Description	Invoice Amount	Discount Amount	Net Invoice Amount
Open Terms	21,454.67	.00	21,454.67
Grand Totals:	21,454.67	.00	21,454.67

**RIPON AREA FIRE DISTRICT**  
**COMBINED CASH INVESTMENT**  
**APRIL 30, 2023**

COMBINED CASH ACCOUNTS

01-11100	CHECKING	43,682.99
01-11110	MONEY MARKET	299,860.96
	TOTAL COMBINED CASH	343,543.95
01-11111	CASH ALLOCATED TO OTHER FUNDS	( 343,543.95)
	TOTAL UNALLOCATED CASH	.00

CASH ALLOCATION RECONCILIATION

10	ALLOCATION TO OPERATIONS FUND	258,677.19
28	ALLOCATION TO DONATIONS SPEC REV FUND	52,568.24
40	ALLOCATION TO CAPITAL PROJECTS FUND	32,298.52
	TOTAL ALLOCATIONS TO OTHER FUNDS	343,543.95
	ALLOCATION FROM COMBINED CASH FUND - 01-11111	( 343,543.95)
	ZERO PROOF IF ALLOCATIONS BALANCE	.00

Report Criteria:

Aging by Date  
 Aged using Payment Date

Customer Number	Name	Balance	Future	Current	Over 30	Over 60	Over 90	Over 120	Over 150
130	ALLIANCE LAUNDRY SYSTEMS	100.00	50.00	50.00	-	-	-	-	-
620	CITY OF RIPON	48,185.00	-	-	-	-	48,185.00	-	-
2070	CLUPPERT, KEITH	691.00	-	-	-	-	-	-	691.00
3240	RIPON COLLEGE	500.00	150.00	-	50.00	-	-	-	300.00
3380	AGNESIAN RIPON MEDICAL CENTER	50.00	-	-	-	-	-	-	50.00
4080	TOWN OF RIPON	65.00	-	-	-	-	65.00	-	-
4564	PRAIRIE ASSISTED LIVING	100.00	100.00	-	-	-	-	-	-
4604	KASTENSCHMIDT, BRIAN	196.00	-	-	-	-	-	-	196.00
4609	LUNDT, DANNY	500.00	-	-	-	-	-	-	500.00
4614	SAUER, KURT	2,035.00	-	-	-	-	-	-	2,035.00
4615	KLAWITTER, JERRY	500.00	-	-	-	-	-	-	500.00
4616	SIGNATURE WAFERS	350.00	-	-	-	-	-	-	350.00
4617	JEFFERSON ST APARTMENTS	375.00	-	-	50.00	-	-	-	325.00
4620	PLEASANT PARK PLACE	2,750.00	-	-	-	-	50.00	-	2,700.00
4623	WHISPERING PINES	50.00	50.00	-	-	-	-	-	-
4627	HILLEBRAND, DANIEL	500.00	-	-	-	-	-	-	500.00
4630	STAY INN MOTEL	50.00	50.00	-	-	-	-	-	-
4636	HUTTON, WILLIAM	500.00	-	-	-	-	-	-	500.00
4639	KFC TACO BELL	200.00	-	-	-	-	-	-	200.00
4641	BARRETT HOUSE	50.00	50.00	-	-	-	-	-	-
4646	SENECA FOODS	50.00	-	-	-	50.00	-	-	-
4647	COBBLESTONE HOTEL AND SUITES	100.00	-	-	50.00	-	-	-	50.00
4649	WELCOME INN	200.00	-	-	-	-	-	-	200.00
4650	ALLEN, TIMOTHY	500.00	-	-	-	-	-	-	500.00
4656	NEWBURY PLACE	325.00	-	-	50.00	-	-	-	275.00
4659	HANKO, SUSAN	250.00	-	-	-	-	-	-	250.00
4662	ESTATES OF MJ HEFFELFINGER LLC	500.00	-	-	-	-	-	-	500.00
4664	HALL, STEPHANIE	500.00	-	-	-	-	-	-	500.00
4667	THE WASHTUB	200.00	-	-	-	-	-	-	200.00
4669	MANKE, LEEANN LYNN	250.00	-	-	-	-	-	-	250.00
4672	RIPON MEDICAL CENTER CLINIC	100.00	-	-	-	-	50.00	-	50.00
4674	BETHEL ASSISTED LIVING	50.00	-	-	-	50.00	-	-	-
4679	KUPSICK, MATTHEW	25.00	-	-	-	-	-	-	25.00
4680	SMITH, ELIJAH	25.00	-	-	-	-	-	-	25.00
4683	KONO, DUSTIN	500.00	-	-	-	-	-	-	500.00
4689	RANGEL, ENRIQUE	500.00	-	-	-	-	500.00	-	-
4696	TRACY, DANIEL	500.00	-	-	-	500.00	-	-	-
4697	ATKINSON, MARIE	500.00	-	-	-	500.00	-	-	-
4702	FINLEY, TODD & DAWN	100.00	-	-	100.00	-	-	-	-
4703	ABRIDGE CARE CENTER OF RIPON	100.00	50.00	-	50.00	-	-	-	-
4704	VERCH, DUWAYNE & MARY	2,394.88	-	2,394.88	-	-	-	-	-
4705	NAGLE, JIM	200.00	-	200.00	-	-	-	-	-
4706	MANNELLI, FREDERICK	50.00	-	50.00	-	-	-	-	-
4707	CD I RIPON LLC/TWC RIPON I LLC	50.00	-	50.00	-	-	-	-	-
4708	EDEN VISTA/RIPON COPPERLEAF A1	50.00	-	-	-	-	-	-	50.00
Grand Totals:		65,766.88	500.00	2,744.88	350.00	1,100.00	48,850.00	-	12,222.00

Report Criteria:  
 Report type: Summary

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
04/23	04/03/2023	10806	980	DONOVAN, HEATHER	10-21100	50.00
04/23	04/03/2023	10807	5160	EMERGENCY SERVICES MARKETING CORP INC	10-21100	735.00
04/23	04/03/2023	10808	5075	FOX VALLEY TECHNICAL COLLEGE	10-21100	80.00
04/23	04/03/2023	10809	5265	HOMAN CHEVROLET GMC	10-21100	60.26
04/23	04/03/2023	10810	5269	MASHACK, BARBARA J	10-21100	1,333.33
04/23	04/03/2023	10811	5174	MILLER, DENNIS	10-21100	69.21
04/23	04/03/2023	10812	2140	MODERN RENTALS INC	10-21100	906.66
04/23	04/03/2023	10813	5326	NIELSON COMMUNICATIONS INC	10-21100	281.70
04/23	04/03/2023	10814	2700	RENNERTS FIRE EQUIP SVC INC	10-21100	231.94
04/23	04/03/2023	10815	2760	RIPON ACE HARDWARE	10-21100	20.78
04/23	04/03/2023	10816	5203	VON BRIESEN & ROPER SC	10-21100	305.77
04/23	04/03/2023	10817	5209	WEBSTERS MARKETPLACE	10-21100	17.95
04/23	04/19/2023	10818	200	ALLIANT ENERGY/WPL	10-21100	2,314.22
04/23	04/19/2023	10819	1840	KWK TRIP	10-21100	894.56
04/23	04/19/2023	10820	5322	MCMAHON ASSOCIATES INC	10-21100	13,520.60
04/23	04/19/2023	10821	5295	MOTOR PARTS AND EQUIPMENT	10-21100	12.96
04/23	04/19/2023	10822	2760	RIPON ACE HARDWARE	10-21100	313.49
04/23	04/19/2023	10823	5176	VERIZON WIRELESS	10-21100	279.76
04/23	04/19/2023	10824	5209	WEBSTERS MARKETPLACE	10-21100	26.48
Grand Totals:						21,454.67

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**MEMORANDUM**

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DATE: April 24, 2023  
TO: Ripon Area Fire District Board  
FROM: Robert Whitaker  
RE: Exit Interview Questions

Attached is a list of suggested questions for exit interviews of former employees and employees in the process of leaving of the Department.

## **Suggested Exit Interview Questions for Ripon Area Fire District**

What factors contributed to your decision to leave?

What might have been done to prevent you from leaving?

How was your overall experience working for the Department?

Were you given training to perform the job? How would you assess the quality of that training? What are some of the areas for improvement?

Were your own expectations for the job met?

What improvements do you suggest to make this job better, more challenging and/or more interesting?

What do you like most about working here?

What do you like the least about working here?