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# RIPON AREA FIRE DISTRICT

FIRE STATION, 515 Aspen St.

7:00 pm

Tuesday, February 6, 2024

## BOARD MEETING MINUTES

### I. Call to Order/Roll Call

Sorensen, Iverson, Schatzinger, Vanderbrink, Page and Kreuger. Gatzke was excused and not present. Also present was Interim Chief Hollatz and Interim Deputy Chief Boers.

### II. Approve agenda

Motion to approve the agenda by Page and second by Krueger. Motion Carried 6-0.

### III. Public Comment

No public comment.

### IV. Approve Secretary's Report for January.

Motion to approve the minutes from the January meeting. Motion by Vanderbrink and second by Krueger. Motion carried 6-0.

### V. Treasurer's Report

#### a. Possible financial Report

Still working on customizing reports for salaries. Motion to accept the financials by Vanderbrink and second by Page. Motion carried 6-0.

#### b. Approve writing for FEMA grant application – Short term Goal in Strategic Plan 9-Action Item.

The federal account and to be reactivated so that the grant could be filed. Motion to file the FEMA grant by Page and second by Schatzinger. Motion carried 6-0.

#### c. 2% dues audit Report.

The District passed the State 2% dues audit by vastly improving documentation by using the ESO system. We still need to add more detail to the call data. Brief discussion of restrictions of the 2% dues money.

#### d. Youth FF Training Program Grant- Action Item

This grant will help offset the cost of the cadet program. Motion by Schatzinger and second by Krueger. Discussion by Schatzinger and Sorensen on a Webster's Grant. No

action taking of the acceptance of the Webster's Grant but will be on the March Agenda. Motion for the Youth FF Training Grant carried, 6-0.

## VI. Chief's Report

### a. Department Staffing & Morale Update

Holding Steady

### b. Certification update

3 registered at Moraine Park for FF 1 class

### c. Monthly calls for service

36 Calls, 45 for the year which 12 EMS lift assists

### d. Fire inspection update

1<sup>st</sup> round has started for the 2024 inspection cycle

### e. SOP's – Action Item

Discussion of adding a new Standard Operating Procedure -2-002 Structure Fire Full Response. This needed to be adopted for the next 2% dues audit. Motion to accept by Iverson and second by Krueger. Motion carried 6-0.

Discussion of SOP 1-001 Battalion Captain/ Duty Officer. This had never been approved by the board. Issuance date to February 6, 2024. Motion to accept SOP 1-001 by Iverson and second by Krueger. Motion carried 6-0.

## VII. Old Business

### a. Accounting transition – Update

This was discussed above.

### b. Review drafts of Policies and Procedures and By-Laws

Several aspects of the bylaws were noted including there is a negative quorum if the town members of the board don't wish to do or spend money in a certain way. The review of the policies and procedure included discussing deleting the fee structure and adding as an appendix. Discussion of cleaning up the language related to the review of the chief, posting of the agenda electronically, equipment replacement fund, examination for the leave policy as it regards to training and return to active duty.

### c. Designate \$18,024.76 of the Brievogal bequeath for the purchase of radios – Action Item. Discussion the cost of the radios, Kenwood v Motorola. Motion to move the \$18,024.76 from the Brievogal bequeath to the equipment fund by Iverson and second by Page. Motion carried 6-0.

## VIII. New Business

### a. Review and possible action on short term goal 1 in strategic plan- Staffing Update.

Discussion adding a full time fire inspector. Discussion adding a contractor for McMahan Engineering up to 8 hours a week. Discussion of advertising for part time chief up to 20 hours a week. Discussion of the lack of strong checks and balances for the accounting system.

### b. Review and possible action on short term goal 2 in strategic plan – Health and safety committee. This relates to SPS 330 and is a state requirement. Motion to form a health and safety committee by Schatzinger and second by Iverson. Motion carried 6-0.

### c. Review and possible action on short term goal 7 in strategic plan – Update Bylaws and policies and procedures

d. Structure

IX. Future Agenda Items

a. Short term Goal 3 Create recruitment/retention committee

b. Short term Goal 4 Implement use of ESO Records Management System.

X. Next Regular meeting March 5, 2024

XI. Adjourn

Motion to adjourn by Page and second by Schatzinger. Motion carried 6-0. Adjourned at

9:45 pm

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Ellen Sorensen

District 1