

RIPON AREA FIRE DISTRICT BOARD MEETING AGENDA
Fire Station, 515 Aspen Street
Tuesday, December 5, 2023
7:00pm

- I. Call Board Meeting to Order / Roll Call
- II. Approve Agenda
- III. Public Comment
- IV. Approve Secretary's Report for November
- V. Treasurer's Report.
 - a. Possible financial report
- VI. Special Order of Business 2022 audit - Amber Drewieske CLA
- VII. Chief's Report
 - a. Department Staffing & Morale Update
 - b. Monthly Calls for Service
 - c. Fire Inspection Tutorial – Tyler Granados
- VIII. Old Business
 - a. Accounting transition – Heather update
 - b. IT Security update
- IX. New Business
 - a. Report Card to the Community
- X. Future Agenda Items
- XI. Next Regular meeting January 2, 2024
- XII. 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 (corrected for the regular meeting)

Budget Hearing

Tuesday, October 3rd, 2023

The yearly meeting for the budget of the Ripon Area Fire District was called to order at 6:45 P.M. on October 3rd, 2023 by President Sorensen. Role was called with the following members: Sorensen, Gatzke, Page (arrived at 6:49 p.m.) Iverson, Schatzinger, Krueger and VandeBrink. A quorum was declared. Also present was interim chief Hollatz, interim deputy chief Boers and interim assistant chief Donnavan.

No public comment on the budget. Motion to approve the agenda. Motion by VandeBrink, and second by Gatzke, Motion carried 6-0 (Page did not arrive until after the vote).

Motion to adjourn to regular meeting.
Motion by Page, second by Krueger. Motion carried 7-0.

Regular meeting of the Ripon Area Fire Board was called to order at 7 p.m. by President Sorensen. Roll was called with the following members: Sorensen, Gatzke, Iverson, Schatzinger, VandeBrink, Page, and Krueger. Also present was interim chief Hollatz, interim deputy chief Boers and interim assistant chief Donavan.

Motion to approve the agenda. Motion by Gatzke and Page. Motion carried 7-0

Public Comment:
Barry VandeBrink thanked Steve and Kim Davies for their service to the district.

Secretary's Report
Fix minutes from September to "1st round of inspections" and spelling error. Motion to approve with corrections: Krueger and Gatzke. Motion carried 7-0.

Treasurer's Report
No report as there are issues with the transition of the accounting system.

Chief's Report

- A. One firefighter back from fighting wildfires. Current firefighter count is 32 plus an apprentice. Day time shift is working around school schedules.
- B. Certification: no change with one in school.
- C. Calls for month is 30.
- D. Fire inspections: 95% of the second round is completed. ESO app not working on iPad to update of iOS.
- E. Strategic Planning: Chief Whittaker is continuing to meet with stakeholders.

Old business

- A. Budget review and approval. Board discussion. Motion to approve the budget by Gatzke and second by Iverson. Roll call vote. Motion to approve the budget 7-0. Motion carried.

- B. Collection firm- this is ongoing as we are waiting for another proposal.
- C. Accounting Transition. CLA discovered 4 different accounts within our account at Horicon.

New business

- A. IT firm selection. Discussion about our IT state. Motion to approve Loyalty for our IT firm up to \$10,000 per year. Motion by Iverson and second by Gatzke. Motion carried 7-0.
- B. Exit interviews. Discussion on his exit interviews. Many told him that there was too much favoritism and would not come back.
- C. Truck 17 batteries. Batteries on Engine 17 needed to be replaced. However, no action was taken on this item as the replacement of the batteries were in the budget.

Agenda for next meeting: Report Card for the community.

Next meeting, VP Gatzke will preside.

Motion to adjourn. Motion by Iverson, second by Schatzinger. Motion carried 7-0.

Time: 8:21 p.m.

Minutes of Ripon Area Fire District Meeting

Tuesday, November 7th, 2023

Regular meeting of the Ripon Area Fire Board was called to order on November 7th at 7 p.m. by Vice President Gatzke. Roll was called with the following members: Sorensen (by phone), Iverson, Schatzinger, VandeBrink, Page, and Krueger. Also present was interim chief Hollatz, interim deputy chief Boers and interim assistant chief Donovan. Also present was Chief Whittaker from Mc Mahon Engineering.

Motion to approve the agenda. Motion by Page and Schatzinger. Motion carried 7-0

Public Comment

No public comment.

Secretary's Report

Minutes from September with corrected inspections. Barry VandeBrink thanked Steve and Kim Davies for their service to the district. Motion to approve by Iverson and second by Krueger.

Treasurer's Report

- A. Possible Financial Report. Brief discussion
- B. Ruby Volbrecht Donation. Acceptance of the Donation of the estate of Ruby Volbrecht in the amount of \$5,975.24. Motion to accept by Page and second by Krueger. Motion carried 7-0
- C. CLA letter. Read into the meeting in entirety by Iverson. Brief Discussion.

Chief's Report

- A. Moral and Staffing. There firefighters seem more involved and happier.
- B. Open House: lots of people showed up despite the Parent teacher conferences.
- C. Certification: Engineer Cooper is licensed as a drone pilot. Sunkee is a driver operator. Interim Assistant Chief Donovan received Fire Officers I certificate.
- D. Calls for month is 27.
- E. Fire inspections: Second round is completed.
- F. Strategic Planning- possible action item -Chief Whittaker present the strategic plan. Discussion about mandates and policy and best practices. Discussion of board structure. The next step will to finalize it.
- G. New Hires. Hire of Jade Bisson. Motion by Schatzinger and Page. Motion carried 7-0.

Old business

- A. Collection firm- this is ongoing with no further progress from last month.
- B. Accounting Transition. Payroll is on our own system now.

New business

- A. 5 year capital improvement plan. Action item. No action this is a draft. Bring back in January. Brief discussion of change in increasing turn out gear. This is a chess board in that we can move items if it becomes a priority.
- B. Proposed meeting schedule.

Agenda for next meeting: CLA, Foundation money, and McMahan.

Motion to adjourn. Motion by Page, second by Krueger. Motion carried 7-0.

Time: 8:21 p.m.

Ripon Area Fire District

Bills and Applied Payments

November 2023

DATE	TRANSACTION TYPE	MEMO/DESCRIPTION	NUM	AMOUNT
ATOMIC PLUMBING LLC				
11/07/2023	Bill Payment (Check)		010984	-9.96
10/12/2023	Bill		25336	9.96
CLIFTONLARSONALLEN LLP				
11/07/2023	Bill Payment (Check)		010982	3,685.00
10/23/2023	Bill		3921699	3,685.00
COOPER, JAMES				
11/07/2023	Bill Payment (Check)		010981	-342.75
10/29/2023	Bill		jfccwmg	175.00
10/03/2023	Bill		27578750	167.75
KWIK TRIP				
11/07/2023	Bill Payment (Check)		010983	-836.24
10/11/2023	Bill		Sept 2024	836.24
11/22/2023	Bill Payment (Check)		010985	-538.59
10/31/2023	Bill		October 2023	538.59
Loyalty				
11/22/2023	Bill Payment (Check)		010990	-990.00
11/10/2023	Bill		24679	990.00
MCMAHON ASSOCIATES INC				
11/22/2023	Bill Payment (Check)		010992	5,680.00
11/08/2023	Bill		400632	2,746.00
11/08/2023	Bill		400631	2,934.00
NAPA AUTO PARTS				
11/07/2023	Bill Payment (Check)		010980	1,561.80
09/19/2023	Bill		001170	1,269.94
08/24/2023	Bill		000316	279.87
10/12/2023	Bill		002287	11.99

Ripon Area Fire District

Bills and Applied Payments

November 2023

DATE	TRANSACTION TYPE	MEMO/DESCRIPTION	NUM	AMOUNT
NIELSON COMMUNICATIONS INC				
11/22/2023	Bill Payment (Check)		010987	-112.30
10/19/2023	Bill		AR31051	112.30
RENNERTS FIRE EQUIP SVC INC				
11/22/2023	Bill Payment (Check)		010988	-353.00
10/30/2023	Bill		1517	353.00
RIPON ACE HARDWARE				
11/07/2023	Bill Payment (Check)			
10/06/2023	Bill		402940	27.04
10/25/2023	Vendor Credit	In first check that we did for them, the amounts doubled up, we have a credit on our account.	F57770	-217.83
11/22/2023	Bill Payment (Check)			
10/31/2023	Bill		404229	25.99
10/25/2023	Vendor Credit	In first check that we did for them, the amounts doubled up, we have a credit on our account.	F57770	-217.83
10/06/2023	Bill		402938	10.99
VERIZON WIRELESS				
11/22/2023	Bill Payment (Check)		010991	-314.62
10/23/2023	Bill		9947550286	314.62
WEST BEND MUTUAL INS CO				
11/22/2023	Bill Payment (Check)		010986	-
				2,584.00
10/16/2023	Bill		2024	2,584.00
WEST BEND MUTUAL INS CO				
11/22/2023	Bill Payment (Check)		010989	-25.00
11/10/2023	Bill		Reinstate Fee	25.00