

**RIPON AREA FIRE DISTRICT BOARD MEETING AGENDA**  
**Fire Station, 515 Aspen Street**  
**Tuesday, January 2, 2024**  
**7:00pm**

- I. Call Board Meeting to Order / Roll Call
- II. Approve Agenda
- III. Public Comment
- IV. Approve Secretary's Report for December
- V. Treasurer's Report.
  - a. Possible financial report
  - b. Donation
- VI. Special Order of Business 5-year Strategic Plan – Robert Whitaker – Action Item
- VII. Chief's Report
  - a. Department Staffing & Morale Update
  - b. Certification update
  - c. Monthly Calls for Service
- VIII. Old Business
  - a. Accounting transition – Heather update
  - b. Update on rewrite of Policies and Procedures and By-Laws - Doug
  - c. Discussion of where to apply the Volbrecht gift – Action Item
- IX. New Business
- X. Future Agenda Items
- XI. Next Regular meeting February 6, 2024
- XII. Adjourn to Closed session: “Pursuant to Wis. Stat. # 19.85(1) (c) regarding consideration of employment, promotion, compensation or performance evaluation data of public employees over which the RAFD has jurisdiction or exercises responsibility” 2023 employee compensations.
  - a. Discussion of promotion process.
  - b. Discussion of discipline
- XIII. 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

## Tuesday, December 5<sup>th</sup>, 2023

- I. Regular meeting of the Ripon Area Fire Board was called to order on December 5<sup>th</sup> at 7 p.m. by President Sorensen. Roll was called with the following members: Gatzke, Iverson, Schatzinger, Vanderbrink, Page, and Krueger. Also, present was Interim Chief Hollatz, Interim Deputy Chief Boers, Interim Assistant Chief Donovan, and fire fighter/fire inspector Tyler Granados. Also present from CLA, our auditors, were Amber Drewieske and Kaysie Schultz. Also present was Jim Macy, the attorney for the board.
- II. Motion to approve the agenda. Motion by Page and Gatzke. Motion carried 7-0
- III. Public Comment. No public comment.
- IV. Secretary's Report  
Motion to approve Corrected Minutes from October and minutes from November. Motion approved by Gatzke and Krueger. Motion carried 7-0.
- V. Treasurer's Report  
Partial Financial Report. There is not yet a complete financial report as the numbers are not yet reconciled between Civix and QuickBooks. There were some discrepancies in the way the money has been accounted for. The current amount in the checking account is \$29,999.52 and \$232,914.46 in the money market.
- VI. Special Order of Business 2022 – Amber Drewieske from CLA  
The Ripon Area Fire District was given a clean unmodified opinion. Areas of improvement and concern include internal controls and local purchasing in which purchased items were placed on an account and paid later. The concern is that we don't know if the items were actually brought to the station and "checked" in with the invoice. This and other areas are being addressed. Also, we need to re-examine our policies and procedures at budget time to see if they are working.  
  
Motion to accept the audit report, first by Page, and second by Gatzke. Discussion of segregation of duties, training and risk toleration. 7-0 motion carried.
- VII. Chief's Report.
  - a. Department staffing and moral: holding steady.
  - b. Calls for the month is 20, down 41 from last year at this time. Mainly, because we are no longer self-dispatch for a fire, rather wait for the county to dispatch.
  - c. Also, the old ambulance parked at the Town of Ripon and some old miscellaneous equipment was sold for \$9,716.
  - d. Fire Inspection Tutorial – Tyler Granados. Discussion by our certified fire inspector. Discussion of the frequency and the other factors that determine whether the building need inspection twice a year or once a year. There are around 450 buildings that need to be inspected and the need for more certified fire inspectors. On a good day, he can

inspect about 5 buildings, but that does not include the college or Alliance Laundry that have multiple buildings.

VIII. Old Business

- a. Accounting transition. On going but is getting closer.
- b. IT Security Update: All PCs at station are now protected. We have collected all social media accounts and now have full control over the domain name.

IX. New Business

- a. Report Card to the Community.  
Discussion of the draft document of the Report Card to the Community. Discussion of the completed fire inspections, training of the fire fighters. All equipment was brought up to DOT standards. Also, building internal financial controls so that money is accounted for.

X. Future agenda items. The donated money, policies and procedures and bylaws. Fund balance policy.

XI. Next meeting is January 2, 2024

XII. Adjourn. Motion by Gatzke and second by Krueger. Motion carried 7-0.

Time: 8:46 pm