



2020-03-05 Fire/EMS Meeting Minutes

- Meeting was called to order by EMS Asst Chief Rodaer at 18:10
- Pledge was recited
- Roll Call was taken. Present: John Rodaer, Nick Schuett, Donald Lenehan, Amy Schuett, Ryan Hunkins, Jerry Nelson, Paul Behrens, Colleen Rodaer (6 of 17 Active Voting Members), and
- Secretary Report
 - Minutes were distributed (January 2, January 27, February 13), there were no corrections to the minutes, motion to approve: Donald, Nick 2nd
- Treasurer Report
 - Fire Dept last month income:
 - \$0
 - \$0
 - Last Month Expenses
 - \$200
 - \$200 for petty cash
 - Checkbook balance: previous balance \$1343.35 - new balance \$1530.21
 - Motion to approve Treasurer Report: treasurer report was not approved due to questions
- Correspondence
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- Old Business
 - DNR award - Amy says we need to spend the money as we agreed and signed for according to the list. Order from Wildland Warehouse with CC and submit receipts.
 - FEMA AFG Grant - Receipt from Patty's training need to be submitted.
 - New FEMA AFG Grant - Amy still needs the NFIRS info from Kevin to apply for this. We are going to miss this grant. It was going to be for Turnout Gear which is badly needed. All gear we have is old and out of compliance and some people have no gear that fits or is safe. Amy states there is no way we can make the deadline now, because still waiting on info from Chief.
 - WEMSA - Behrens reports that this has been done over a month ago and everyone EMS related is a member. They should have got emails from WEMSA if not let him know. There is a beneficiary form to fill out from them and it is on their web site online.
 - Appoint Secretary and/or Treasurer - tabled again because Chief is not here
 - Google Enterprise - see Cpt Behrens. Everyone should sign onto this, it will be the way we access documents securely. Everything moving here calendar too.
 - Apparatus Maintenance
 - Engine 701
 - Status unknown. Still waiting on repairs. Still out of service.
 - Rescue Truck 704
 - Still waiting on radio install.
 - Equipment Maintenance

- Vent Fan - needs new water separator part is leaking. We cannot leave it fueled in the engine or it may leak. It does run OK once fueled and started.
 - Need a couple lights replaced in the bay, the LED sticks don't require a ballast and the plan is to convert as we go along. Jerry says will be working on.
 - Foam eductor did not work on 7/6 fire, foam is old and/or eductor may be faulty.
 - Purchases & Donations
 - Fittings and appliances on list will be ordered on DNR grant.
- New Business
 - Grants:
 -
 - Purchases and Donations:
 - Purchase of Whiteboard - use training money on FEMA grant. Donald made motion with Colleen second to purchase whiteboard up to \$300 to be paid out of grant (Friends then submitted), passed unanimously
 - Status of 701 - unchanged - Todd has not been here, pumper is not in service as a mainline engine. We will still take it on calls as an equipment truck.
 - State compliance issues
 - we still have no SOG written down - Rodaer instructs Behrens to take the ones from ERAFD as a base and have them written/done by May meeting, Donald second, motion passed unanimously.
 - H&S committee will meet once yearly when we do the bloodborne pathogens
 - Purchases under \$200 - Rodaer states that it was agreed a long time ago that even purchases under \$200 need to be approved by more than one officer. There is a form created for this purpose for any purchase. Nick Schuett suggested getting a debit card for the FD checking then there is a bank trail. Rodaer states we cannot have one person just making purchases \$100 here, \$150 there just because it's under \$200. There is a process and a form. Amy stated that receipts need to be kept for all expenses even "petty cash" and it needs to be balanced and reconciled every month. It cannot just say Petty Cash on the treasurer report. The group was in agreement with this.
 - Banquet discussion - previous motion/vote was to spend the fire dept checkbook money for the banquet. That vote was refused to be done that way so Rodaer suggests spending the money out of the fire dept and then having Friends pay FD \$500 next month to reimburse. Group felt this would not solve the issue. Jerry with Amy second made a motion to have Friends pay for the whole banquet, passed unanimously.
 - Soda money - the left over soda from the picnic, was to be sold to whoever can use it and the funds put back in Friends to offset the purchase. Some soda was used at the station and some was sold but not sure where the money for it went, Behrens report it never was given to Friends. It was approximately \$245 of soda. Amy says just write off the missing money.
 - Radios - Kevin wants to buy 5 new radios at up to \$800 each, they are from Gene Meyer. Amy makes a stipulation that we could approve a dollar amount with a stipulation of getting at least 3 quotes. Motorola XPR 3500E \$568.79 each, remote speaker mic \$85. Donald makes a motion to table it pending the next DNR grant. Amy makes a motion to get 3 quotes. Donald rescind his motion. Behrens second Amy motion. Passed unanimously. Behrens already has a second quote from Northway, where Alvin got their radio. Nick can get a quote from where Newald gets their radios.

- Behrens reminds that SCBA flow test and mask test - required to be done yearly and has not been done in last two years. Schuett says doesn't need a vote, it just needs to be done so do it. Rodaer said will have to refer this back to Chief.
 - Ice Rescue DVD's - whoever has the DVD's needs to find them, make copies and send them back to Howie. Donald said he had them but is not sure where they are.
- Committee Reports
 - Picnic Planning Committee - Colleen would like to know if meat raffles are still legal. Colleen will find out. Behrens was directed to organize a committee and set up a meeting.
- Service Director Report
 - Donald has a bunch of forms that needs to be re-done, filled out, etc
 - There is a new run report information form. Only the front sheet needs to be dropped off at the hospital
 - Med Control Policy - Donald is working on a new policy about authorizing meds
 - accident/hazmat/bloodborne forms - are being sent to Chief - if this happens to you talk to him
- Training Report
 - Feedback on Last Months Training
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 - Training Officer Report - Next month's training
 - Lenahan reports EMR refresher is Mar 7/8 and this will be the EMS training for this month. EMS members should also train on the new suction machine.
 - Lenahan needs to know when everyone's CPR dates are up
 - Behrens reports the March training he would like to do Wildland before they get busy but needs the information on who to contact. Nick said he will take care of it.
- Recent Calls
 - No fire calls
 - Recent EMS calls were discussed
- Membership
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- Open Floor Discussion
 - LED bulbs for bay - Rodaer makes a motion to get a case of bulbs but this is the last one and get a quote from Nick to replace them all from the guy who replaced theirs. T12 bulbs are discontinued and no longer manufactured. Colleen second the motion, passed unanimously.
- Birthdays / Anniversaries
 - Birthdays: Daniel 3/24
 - Anniversaries: Nick and Larry have 1 year on 3/7
- Adjourn
 - Meeting was adjourned at 19:49 on a motion from Behrens and a second from Schuett.