

Bass Lake Fire Department

Minutes for the April 2, 2013 FD Business Meeting with notes from the April 16 Town Board Meeting
Final FD approved at the May FD Business Meeting

Business Meeting 7:00 PM on Tuesday April 2, 2013

Location - Fire Department, County Road K

TOWN OF BASS LAKE, SAWYER COUNTY

1. **Call to order and roll call** – 8 members in attendance – quorum established
2. **Confirmed Posting of Agenda** in three Public Locations – necessary public notice given
3. **Agenda** -- Reviewed & Approved
4. **Confirm Approval of Minutes of last Business Meeting** -- Reviewed & Approved
5. **Old Business** – Jeff Peake
 - i. *Equipment received: box of 10 clear 2 gal. Ziploc bags now in each engine, the piercing nozzle in Engine 1, one 2.5" valve that will be used to create a hydrant valve.*
 - ii. *Reviewed status of 16 assigned action items discussed and updated*
 - iii. *Chimney fire equipment has been moved to Engine #2*
 - iv. *Disposal of equipment in storage (as identified on inventory list-Noah will confirm descriptions and content) will follow appropriate process—Truit will coordinate with Noah. ---- Disposal approved.*
6. **March Incident Review** – Jeff Peake
 - i. *Two structure - both mutual aid for LCO*
 - ii. *Two vehicle accidents*
7. **Safety Topic of the Month** – Tom Kershaw
The importance of the right equipment, the right training, and the right on-site procedures
8. **Training Update** – Lance Graber
 - a) **March training meetings -- combined effort 133 hours** for year total of 390 hours
 - i. *WITC Entry Level Firefighter – Elvin, Noah, Ethan attended each week*
 - ii. *WITC Firefighter 1 – Jeff, Patrick, Ross, & Lance attended each week*
 - iii. *WITC Hazmat Operations – Jeff, Patrick, Tom, Ross, & Lance attended each week*
 - iv. *NFIRS training – Patrick & Tom completed*
 - v. *WITC Multi-gas Air Monitors – Jeff & Lance certified*
 - i. *WITC Shock in the trauma patient/on scene burn victim – Ethan & Noah Certified*
 - ii. *FEMA Intro to Incident Command System – Jeff certified*
 - iii. *DNR Wildland Training Presentation – Truit, Elvin, Lance, Marv. Jeff, Patrick, Ethan, Enos, Tom, & Noah attended*
 - b) **Upcoming training meeting opportunities**
 - i. *BLFD April 15 Training – fire pump operations—note training back to Monday night*
 - ii. *Darley CAFS training now scheduled for Monday May 20*
 - iii. *Chainsaw training – DNR will be contacted (Lance)*
 - iv. *DNR will be asked about additional Wildland training requirements/opportunities (Lance)*
9. **Equipment Readiness and Compliance Update** – Patrick Peake
 - i. *NFPA codes 1852(SCBA), 1962(Hose), 1911(Fire Pumps), and 1932(Ladders) will be ordered after next Town Board Meeting*
 - ii. *2012 Fire Pump testing certificates now located in the two engine notebooks*

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- iii. *Fire pump maintenance should start in 5 or 6 weeks from now(April 2). This puts service testing in the June timeframe.*

10. Vehicle Maintenance Update – Truit Campbell

- i. *Procedures are to check fluids after every use and at least monthly*
- ii. *Next vehicle maintenance scheduled for April--have all supplies for oil changes. Oil sample for Engine 1 will be sent in for testing.*

11. Secretary's Report – Tom Kershaw or Noah Lattin

- i. *Training Records and Certificates – we received WITC transcripts for Elv, Pratricks, Marv, Ethan, Noah, & Tom. We will be making a summary list of our training records.*
- ii. *NFIRS reporting status—records are current*
- iii. *Recommendation—Talk and share information before business meetings and use the meetings to make decisions -- When we have pre-worked minutes, we have the opportunity to review and approve the minutes at the end of the meeting. This would enable us to send approved minutes to the Town Board for their review and approval. Then the Board approved minutes could be distributed to the FD members with the notes from the Board Meeting (like done last month, but with the board seeing the approved minutes not the draft minutes.)Recommendation approved.*

12. New Business

- i. *Budget and Approved Spending Plans presented at last board meeting will be purchased after the April Town Board Meeting – Reviewed current cost estimates*
 - 1. *(4) GPS devices--- up to \$2400*
 - 2. *(up to 6) Wildland PPE including bags –up to \$2000*
 - 3. *(2 sets) Large rings and hooks for ice rescue equipment – up to \$50*
 - 4. *(2) Firefighter's Handbook of Hazardous Materials – up to \$125*
 - 5. *(1 each) NFPA codes 1852(SCBA), 1962(Hose), 1911(Fire Pumps), and 1932(Ladders)—up to \$225*
 - 6. *(2) Binoculars with range finder –up to \$2000*
- ii. *Additional Budget and Spending Plans*
 - 1. *(2) New rescue rope and bucket reel units (to complete the ice rescue equipment)—up to \$1500 –approved purchase recommendation*
 - 2. *New communication equipment – (6) lapel mics for entry teams and (2) headsets for pump operators—up to \$2000 – approved purchase recommendation*
 - 3. *Update on 6x6 vehicle evaluations – discussed brands and capability options—a Wildland support capability with trailer could cost up to \$30,000. Discussed the appropriateness of funding from the FD Donation account. – no decisions were made.*
- iii. *The importance of WI Admin Codes SPS 314 & 330 and the Wisconsin Fire Service Guidebook (SBD-9405-P (R. 6/10) – Information Shared*

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- iv. *Fire Prevention* – Town Board requested that the FD reaffirm its understanding of Marv’s role and charges for Fire Prevention Inspections. *The department fully understands the Fire Chief’s role and responsibilities as described in NFPA 1 and the WI Administrative Code 314. In addition, after some discussion, we believe that the current compensation for individual inspections are very reasonable and possibly too low. A FD committee was established to review the current situation and, if deemed appropriate, may recommend an inspection compensation increase. **Approved putting Tom and Jeff on the committee.***
- v. *Procedure to Revise the BL FD Constitution and By-Laws* “... two-thirds vote of a quorum present at a regular meeting provided that advance notice is given regarding the proposed changes” and “...must also be approved by the Town Board at one of their regular monthly meetings.” – Information shared because there is a belief that some changes will be necessary.
- vi. *Old SOGs are not being used. The new SOPs dated Dec 7, 2012 replaced them. The other active BL FD document providing rule and regulations is the undated “Constitution and By-Laws”. – Information shared*
- vii. *Following an extensive discussion, a recommendation was made to allow FD members to support other fire departments, including being a member, as long as the Bass Lake FD has no overlap of jurisdiction with the other department, so there would be no chance of being subject to the same page. A typical situation might be having a second home away from Bass Lake or working in an area that does not have a mutual aid agreement with Bass Lake. **Recommendation approved.***
- viii. *Any/ Other*
 - 1. *Recommendation to buy a new flag **Recommendation approved***
 - 2. *Recommendation to set up a committee to look into formally chartering FD first responders. **Recommendation approved** Lance, Ethan, & Tom on the committee*

13. Requests or Actions Requiring Town Board Approval or Guidance

- i. *Request Board to get quotes on the necessary building roof maintenance –Money has been in the FD budget since last year. **Request approved***
- ii. *Request Board to get quotes on adding two bays to the existing building, with necessary upgrades to the rest of the building – This is the suggested baseline for any discussions about a new fire station. **Request approved***

14. Review and Approve Purchase Decisions, Action Items, and Meeting Minutes

15. Adjourn

Potential Attendees:	Tom Kershaw Ethan Peake Elvin Graber Lance Graber Jeff Peake Patrick Peake Noah Lattin Truit Campbell	Absent:	Keith Metcalf Pete Sanders Enos Yoder Bob Krause Ross Mullet
		Absent, but out of the area – not available to attend	Marv Mullet Guy Vena George Heimbach Gordy Zimmerman

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Notes:

- 1) *Appropriate meeting processes were used – motions, seconds, discussions, and voting*
- 2) *This meeting did not have any board members in attendance*

Minutes Prepared by: Tom Kershaw	Date Prepared: April 2, 2013	Date Approved for distribution at the April 16 Town Board Meeting: April 2, 2013	Date Approved: May 6, 2013 at the FD Business Meeting:
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FD Notes related to the Town Board Meeting held April 16, 2013

- (1) Three members of the FD attended the meeting (Jeff, Truit, & Tom)
- (2) Copies of these minutes dated April 2, 2013 were given to each of the Town Board members as the FD update, and all items were reviewed in detail at the meeting.
- (3) The board approved all the FD approved purchases as listed in these minutes. It was understood that funds will need to be transferred from the FD Donation account to cover the costs for all the approved items. The current Donation account balance is \$40,208.20
- (4) The board gave permission to use the debit card for large purchases, as needed for on-line purchases. Tom was appointed the FD contact to work with Erica to ensure the card is loaded with the necessary funds to cover the board approved items.
- (5) The Public Safety Officer's Benefits Program documentation requirement that is necessary to establish eligibility under the PSOB Act was given to the board. It is a simple one sentence statement that needs to be signed by an elected official and notarized. It will be put on the Town Board agenda for next month for action.
- (6) The board was advised that additional documentation revisions and additions would be presented for their approval as we bring our FD into full compliance with the requirements and best practices identified in WI Admin Codes SPS 314 & 330 and the Wisconsin Fire Service Guidebook (SBD-9405-P (R. 6/10))
- (7) New Business item *vii* the FD approved recommendation to allow FD members to support other fire departments, including being a member, as long as the Bass Lake FD has no overlap of jurisdiction with the other department, so there would be no chance of being subject to the same page was discussed. Because of past history, the board felt the need to have that topic added to the next board meeting agenda—for review and approval. It was pointed out to the board that the current FD Constitution and By-laws are silent on this topic.
- (8) The board agreed to move forward with the two requests listed under item 13 for the current fire department building. A comment was made that due to the cost, a new fire station would be unlikely. The building committee is expected to meet in the near future to discuss options.

Notes Prepared by: Tom Kershaw	Date: April 16, 2013
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