

UNOFFICIAL MINUTES OF MEETING
To be approved at the next regular Monroe Rural Fire District meeting

Monroe Rural Fire District
840 W 8th Street, Monroe, WI
Wednesday, September 8, 2021 Business Meeting

The Monroe Rural Fire District business meeting was called to order at 6:13 p.m. by Chair Tracy Signer.

Roll Call of Town Officers was taken

Present: Tracy Signer, Ron Brandt, Collin Nack, and Mike Lambert.

Absent: Duane Zimmerman, Chad Spotts

Also Present: Peggy Murphy, MRFD Fire Chief Nick Bartels, MRFD Treasurer Kelly Bartels

The agenda was approved.

The minutes from the May 18, 2021 meeting were read. Motion by Mike Lambert to approve the minutes. Ron Brandt seconded the motion. The motion was approved.

- Review and discussion/possible action on budget of MRFD.

Treasurer report from Kelly Bartels. Profit & Loss through 9/7/21 was provided to everyone in attendance. Kelly is not charging for her time.

Savings account balance = \$4,547.75; Checking account balance = \$1,281.73

Trying to review accounts and correcting where bills were entered to ensure in the correct accounts.

Expenses for each piece of equipment will be separated out to show more detail to reflect what each truck/trailer/engine/etc. costs

Fire Safety still has a \$3,000 credit. Plan to use for purchase of ISO inspection/certification equipment.

Lambert would like to see the Balance Sheet and what pieces of equipment we have and what is represented as far as costs, etc.

Fixed assets total from balance sheet \$64,709.63

Kelly will coordinate with Collin to get the items into the correct category to properly reflect on the balance sheet.

Collin asked what other expenses can be curtailed or reduced to

Nick said that the department was thinking about additional income – such as writing grants, gun raffle, pancake breakfast, mailers to MRFD with donation envelope and letter tying into an event planned.

Fundraiser committee has been set up to bring ideas to department members as well.

Collin also asked about a capital plan to be completed by October. Is this still possible? Nick indicated that the committee is working on the plan and hopes to be done by the end of the year. Ron wanted to clarify that the Cap Ex committee is going to also look at a 5 and 10 year plan. Per Nick, yes, that is what they are looking at also. Per Ron, prioritize equipment to be replaced and what rotation.

Big ticket item is turnout gear for next year. Hoping to get grants for these – need 35 at \$2,000 each = \$70,000

Will need budgets for next year only, by October, to ensure each township has it for their individual budgets.

- Review and discussion/possible action on fire call report and detail available

Peggy Murphy requested that the detail for the fire call also get mailed with the letter to affected parties and included with the copy of letters sent to each township.

Nick and Kelly suggested that an actual invoice, rather than a letter, be sent from QB. Then after 30 days if Peggy or Jim don't let MRFD know that it is paid, then QB will generate another notice.

Hopefully an invoice will be quicker for the recipients to recognize and pay, versus the letter style currently being used.

- Review and discussion/possible action on startup and operations of MRFD.

Need to figure out for insurance values/policies for replacement value of equipment. Need to be reviewed as it has not been done previously. Collin can work with Nick to put a value on what the trucks are valued at and send it out to the MRFD board to review before reviewing with the insurance company.

Personal vehicle policy – cannot show up in personal vehicles until this is done!! – have a formal policy in place under the MRFD and have each member sign that they understand what will and won't be covered. Mike found one online and will review to get this completed.

Collin has an invoice for expenses, not labor, that he wanted the Board to approve for payment. Ron made a good point that the line items should also have a receipt to accompany the overall billing to ensure that there is a trail for the expenses listed. Going forward please make sure for all parties purpose to submit a receipt with any expense reimbursement.

- Fire Chief updates.

Pump testing \$600 end of Sept or Oct

Flow test air packs (every 2 years) \$500

Service trucks – change oil every year; DOT check – checking with Triangle Truck to see what their service provides

Additional 5 people to bring into department, already had gear/radios/etc.

- Any other concerns to be discussed or action taken.

Motion by Mike Lambert, seconded by Collin Nack to approve to move \$10,000 from each town to transfer to the MRFD checking account.

Next quarterly review scheduled for Tuesday, November 16, 2021 at 6:00 p.m. (Holding a meeting in November as December fills up so quickly with the holidays).

Motion by Mike Lambert, seconded by Ron Brandt to adjourn meeting at 8:06 p.m. The motion was approved.

mrfdtreasurer@gmail.com – to contact Kelly Bartels

Monroe_rural6910@yahoo.com – for Nick Bartels

Respectfully submitted,

Peggy Murphy (on behalf of Jim Rutledge)
Secretary/Treasurer Monroe Rural Fire District