

KETTLE MORAINÉ FIRE BOARD MEETING MINUTES

Approved
June 26, 2025

Call to Order: President C. Mommaerts called the meeting to order at 6:30pm on June 26, 2025, at the North Prairie Municipal Building at 130 N. Harrison St, North Prairie, WI.

Roll Call: J. Davis, G. Planning, R. Spurrell, C. Wood, C. Mommaerts were all present. B. James and D. Miresse were excused.

Pledge of Allegiance: C. Mommaerts led the Pledge of Allegiance.

Discussion/action as necessary to approve minutes from May 22, 2025: Motion by C. Wood to approve the minutes from May 22, 2025. Seconded by J. Davis. Motion carried unanimously (5 – 0).

Citizen comments/concerns: No public comment.

Discussion/action as necessary to approve the financial report and monthly account payables: C. Mommaerts questioned one of the bills regarding what it was for. Chief Nottling stated that was the new IT company. Motion by C. Wood to approve the financial report and monthly account payables. Seconded by J. Davis. Motion carried unanimously (5 – 0).

Report from Administrative Assistant: Report from the Administrative Assistant was in the board packet.

Discussion/action as necessary regarding update on potential firms to do KMFD audit: C. Mommaerts stated the town auditor is working on putting a proposal together for the fire audit. R. Spurrell stated Baker Tilly gave an update that they were waiting on corrections to the fund balance ledger because it does not match their balance. R. Spurrell stated he had not talked to C. Cliffgard about Baker Tilly's update yet. Motion by J. Davis to table to July. Seconded by G. Planning. Motion carried unanimously (5 – 0).

Discussion regarding staffing: Chief Nottling presented an executive summary stating strategic staffing assessment and potential staffing model ideas. Chief Nottling first gave a summary of stats of when there was coverage or gaps in coverage. Then Chief Nottling gave options for staffing solutions including the challenge of the costs of the different options. Chief Nottling asked for a Q and A discussion at July's meeting for further discussion. The Board had general discussion about the different staffing options, both the pros and cons of the different models. Discussion started to include the financials of the department and needing equipment and facilities to help support the staffing needs. Fire fees and referendum discussions were held in regards to financing the capital expenses and the staffing expenses. No action taken.

Discussion/action as necessary for purchasing/disposing procedures for property and

maintenance: C. Mommaerts stated she put this on the agenda because of concerns of the items that were just sold. She said there were questions regarding what authority an individual has to spend money, so she is establishing a policy for limits for the Town Board. C. Wood said he knows the Village of North Prairie has a limit from when he was on the board. C. Mommaerts asked why some of the things that were sold weren't offered locally. Assistant Chief S. Wilton stated the speed bumps were paid forward to the Eagle Police Dept. R. Spurrell stated he feels the Fire Department expenses should be held the same way the Village of Eagle runs their budget, if it's within the budget the department heads have the authority to expense the items. If it's outside the budget, they can't expense the item, and if they need to – it has to go to the board for approval first. It was concluded the Chief just needs to maintain documentation and open discussion for the expenses. No action taken.

Chief's Monthly Report: Chief Nottling gave a summary of his report: 37 calls for the month of May. 245 calls for the year. Officer evaluations are in process of being developed and executed. Chief Nottling stated he met with the Medical Director about staffing shortcomings and he (the Medical Director) will be meeting with the department to discuss staffing expectations. The department will have a live fire training with a house that is being donated for living training for the fire department. This month's officer meeting had a leadership development training. It was well received and Chief Nottling plans to continue with more. No update on the radio grant. There will be a family cookout for the department on June 30th. Kettle Moraine Days was a successful event, but attendance was down, believed to be due to the weather. J. Davis was questioning the mutual aid calls on the report regarding which mutual aid calls were for service versus service being needed. Chief Nottling stated he can add that to the report, with a clarification of why the mutual aid was called.

Motion to Adjourn: Motion by C. Wood to adjourn. Motion seconded by R. Spurrell. Motion carried unanimously (5 – 0). C. Mommaerts adjourned the meeting at 8:34 pm.