

KETTLE MORAINÉ FIRE BOARD MEETING MINUTES

Approved
September 24, 2026

Call to Order: President D. Miresse called the meeting to order at 6:30pm on September 24, 2026, at the Eagle Municipal Building at 820 E. Main St, Eagle, WI.

Roll Call: A. Shird, R. Spurrell, C. Wood, J. Davis, W. Konichek, and D. Miresse were all present. C. Mommaerts was excused.

Pledge of Allegiance: D. Miresse led the Pledge of Allegiance.

Discussion/action as necessary to approve minutes from August 27, 2026: Motion by C. Wood to approve the minutes from August 27, 2026. Motion seconded by W. Konichek. No further discussion. All in favor. Motion carried.

Citizen comments/concerns: no action will be taken on any items brought forward: None

Discussion/action as necessary to approve the financial report and monthly account payables: R. Spurrell asked Chief Wilton if he knew if the intercept invoices were for one month or a few months. Chief Wilton replied that they were for a couple of months. Motion by W. Konichek to approve the financial report. Motion seconded by J. Davis. No further discussion. All in favor. Motion carried.

Report from Administrative Assistant: No report.

Discussion/action regarding the clarification for citizens, and employees of KMFD the position of our community leaders. A poll of both Village Presidents and the Town Chairperson as to their position on maintaining the KMFD: C. Wood requested this agenda item in response to recent articles published in the Waukesha Freeman regarding the potential formation of a different fire district. He stated that discussions at the last Fire Board meeting appeared to indicate commitment to strengthening and maintaining the Kettle Moraine Fire District rather than pursuing dissolution or the creation of a new district. He acknowledged that individual board members may hold differing opinions, he expressed a desire for municipal leadership to provide greater clarity regarding their respective positions on the future of the KMFD for the benefit of district employees and the public. D. Miresse stated that he supports moving forward by building upon the existing district structure and revising the agreement. He noted that recent joint and committee meetings resulted in productive discussions and is hopeful there will be a change in trajectory. R. Spurrell stated in his opinion he never knows how a board is going to vote and as an individual it doesn't matter its majority rules of the Village Board. He noted that the Village Board continues to participate in the committee meetings focused on revising the agreement and they are open to having discussions with North Prairie. R. Spurrell observed at the recent committee meeting it was cordial, with more openness and discussions with a few board members from the Village of North Prairie. R. Spurrell expressed concerns regarding how the Village of Eagle will be able to afford this if the KMFD structure changes. He also emphasized the importance of respectful communication and cooperation among all municipalities to successfully lead and sustain the Fire District. R. Spurrell is just hopeful that we will do what's best for the community. J. Davis stated that, based on conversations he has had with C. Mommaerts, her biggest concern is the back-and-forth comments and statements from North Prairie. He

noted that public comments and opinions expressed within the community do not necessarily represent the official position of the municipal board but has not heard any board members try to correct these statements. He further stated that regardless of the district's future structure, fire protection services will continue to be provided to the Village and Town of Eagle. R. Spurrell agreed that differing statements from various sources can create confusion and emphasized the importance of addressing concerns openly during public meetings. He noted that statements made by individual board members should not automatically be interpreted as representing the positions of the entire board. R. Spurrell stated it's difficult to move forward if we keep having two different conversations. Discussion only. No action taken.

Discussion/action regarding the approval of the 2022 Draft Audit Report: Motion by C. Wood to table to the next meeting. Motion seconded by W. Konichek. Further discussion, R. Spurrell suggested the board reconsider tabling this item. He explained as part of a normal audit process, the document under review is a draft report. He noted that, in his experience with the Village, the auditor typically meets with him and the clerk to review the draft report before finalization. He further clarified that the board's action at this stage would not constitute approval of the audit, rather acknowledgment that no significant concerns had been identified and authorization for the auditor to complete the report and return with the finalized audit and presentation. R. Spurrell stated that nothing within the draft report raised concerns for him and expressed support for allowing the auditor to proceed with finalizing the audit. He reiterated that the board was not being asked to approve the audit tonight, only to authorize its completion. W. Konichek thanked R. Spurrell for the clarification. C. Wood and W. Konichek withdrew their motions. A. Shird commented that the draft report contained valuable information and stated for public knowledge that the auditors did not identify any known or suspected fraud during the audit process. Motion by C. Wood to send the audit back to the draft or drafter of the audit for final publication so that it can be presented at that point. Motion seconded by W. Konichek. No further discussion. All in favor. Motion carried.

Discussion/action regarding Fire Chief job description: R. Spurrell noted several items for discussion and suggested reviewing the job description page by page to allow for comments and discussion before moving forward.

On page one, under **Essential Job Functions**, R. Spurrell expressed concern with the statement, "*Assume command of all department operations at fire and other emergency incidents when present or as otherwise required*". He stated that requiring the Fire Chief to automatically assume command upon arrival may not be fair to the individual already serving as command officer. He further explained that, historically, Fire Chiefs have occasionally allowed the first-arriving officer to retain command in order for them to gain experience while being observed and mentored. J. Davis asked whether the concern was specifically with the inclusion of the word "all". R. Spurrell responded that he was not certain of the exact revision needed but felt the language warranted further consideration.

On page two, under item #7 "*Supervises the maintenance, repair, improvement, replacement of all fire department equipment and facilities*", R. Spurrell noted that due to the buildings being under the ownership of the municipalities, that responsibility would fall under them rather than the Fire Chief. W. Konichek asked who currently oversees facility maintenance. R. Spurrell replied that responsibility falls on the municipalities.

Regarding item # 17, "*Prepare monthly and annual reports as required and requested*", R. Spurrell stated that additional clarification is needed regarding what reports are required. C. Wood asked whether he was recommending removal of the phrase "as required and requested." R. Spurrell responded that he was not, he believes monthly and annual reports are essential but that the requirements should be better defined. W.

Konichek noted that the Fire Chief job description from Hales Corners, which she shared with the Fire Board, provided more detailed language in this area.

Regarding item #22 “*Attend meetings with the Town Chairman, Village Presidents, Fire Board and Fire Commission and others as requested*” R. Spurrell noted that a draft revised agreement during the last committee meeting specified that the Fire Chief would be supervised solely by the Fire Board as a whole, rather than by individual board members, and would report to the Fire Board rather than directly to municipal boards. He also noted in that draft the Fire Board members would not include any municipal Presidents or Chairperson.

Under **Required Qualifications**, item #7, R. Spurrell questioned whether the requirement to hold Fire Instructor or EMT Instructor certifications were excessive. Chief Wilton responded that those qualifications were appropriate and suggested adding the Fire Officer II certification as a minimum requirement for anyone serving in the Fire Chief role.

Also, under **Required Qualifications**, item #8 regarding the National Incident Management System (NIMS) training requirements, R. Spurrell asked whether completion through NIMS 800 should be required. A. Rydzik and Chief Wilton both stated while the State mandates certain NIMS courses, the individual serving as Fire Chief should complete the full training sequence through NIMS 800.

Under **Preferred Knowledge**, R. Spurrell questioned the inclusion of, “*The principles and practices of building construction and maintenance*”, stating that he did not believe building maintenance knowledge was essential for the position. C. Wood agreed and suggested removing the reference to maintenance.

Under **Essential Physical Requirements**, R. Spurrell commented on two items. First, he noted that he believes SCBA testing is a requirement through the department but suggested that successful completion of the SCBA testing should be included as a physical requirement. Second, regarding item #7 “*There is a need to work frequent evenings, weekends, and additional hours*,” he stated that the term “frequent” is too vague and should be more clearly defined. W. Konichek suggested revising the language to read “*may need to work evenings, weekends, and additional hours*”.

R. Spurrell also questioned the purpose of the final disclaimer paragraph, noting that the job descriptions commonly include a disclaimer clarifying that the document does not guarantee employment. Chief Wilton asked whether everyone agrees to removing item #8 “*be available all year round*”. R. Spurrell responded that, as a full-time position, the expectation is that the Chief would work year-round. D. Miresse added that discussions at the committee meeting addressed the delegation of the Chief’s responsibilities to the individual next in command during periods when the Chief is absent. Motion by R. Spurrell to table for further review. Motion seconded by C. Wood. No further discussion. All in favor. Motion carried.

Discussion/action regarding the 2027 Budget: Chief Wilton presented the board with an updated 2027 Budget draft, which included an increase in attorney expenses. R. Spurrell stated that his primary concern with the budget was the projected 3% annual revenue increase. Chief Wilton requested guidance from the board whether the revenue should remain unchanged or be decreased. R. Spurrell noted that the proposed budget already reflects a 7.8% increase to the municipalities’ contributions. He questioned whether reducing the projected revenue would require an increase in municipal contributions or make reductions elsewhere in the budget. He further stated that, regardless of whether the Kettle Moraine Fire District stays together, he thinks the Village of Eagle needs to explore alternative funding sources, such as fire fees or other revenue options to maintain services in the future. C. Wood noted that the cost of new radios was not included in the budget and inquired about the anticipated expense. Chief Wilton reported that no update has been received regarding the grant application and that the District’s share of the project cost would be approximately 10%. Nathan Elderbrook, a Village of Eagle resident, commented that he developed an alternative budget and staffing model and is willing to share the information with the Fire Chief and the Fire Board. J. Davis thanked Nathan for his work and suggested tabling the matter for further review. R.

Spurrell recommended not to increase the revenue, take \$10,000.00 from the savings and leaving it in the capital account so municipalities' percentage contributions would remain the same. Motion by C. Wood to move this budget to the municipalities for their approval. Motion seconded by R. Spurrell. Further discussion, J. Davis stated that he would like to review a copy of the budget prepared by Nathan E. R. Spurrell offered to make copies available following the meeting. No further discussion. All in favor. Motion carried.

Chief's Monthly Report: Chief S. Wilton summarized his written report. He stated that as of September 20th, we are at 387 calls, and all apparatus are in service with some minor repairs being done by Lt. Laabs.

Upcoming Meeting: The next regular Fire Board meeting is Thursday, October 22, 2026, at 6:30pm at the North Prairie Municipal Building.

Motion to Adjourn: Motion by C. Wood to adjourn the meeting. Motion seconded by W. Konichek. All in favor. Motion carried. D. Miresse adjourned the meeting at 7:37pm