KETTLE MORAINE FIRE BOARD MEETING MINUTES
Approved
October 22, 2026

Call to Order: President D. Hall called the meeting to order at 6:30 pm on October 22, 2026, at the North Prairie Municipal Building at 130 N. Harrison St, North Prairie, WI.

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

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

Discussion/action as necessary to approve minutes from September 24, 2026: D. Hall noted that the year listed under the 2027 budget should be corrected from "2026" to "2027". Motion by D. Hall to approve the September 24, 2026 meeting minutes with that change from 2026 to 2027. Motion seconded by C. Wood. No further discussion. All in favor. Motion carried.

Citizen comments/concerns:

Art Rydzik, 115 North Harrison St, expressed concern regarding social media posts made by certain board members from the three municipalities. He stated that the posts were unproductive, do not benefit the department and are unnecessary. While acknowledging individuals have the right to express their opinions, he encouraged municipal board members, as community representatives and leaders, to exercise greater discretion when posting comments on social media. D. Hall, serving as the interim Village President, requested that any concerns regarding social media comments made by any member of the North Prairie Village Board be brought to her attention.

Discussion/action as necessary to approve the financial report and monthly account payables: R. Spurrell requested clarification regarding check #2492 in the amount of $4300 and whether it is for a monthly subscription. Chief Wilton explained that the department's IT provider had requested reimbursement for approximately one year of Microsoft subscription fees that he had paid. He added that future Microsoft charges would be billed monthly to the department's credit card. C. Cliffgard clarified the invoice covered December 2025 through October 2026. C. Mommaerts asked who Kohen Law Firm was. C. Cliffgard explained it's for an employee garnishment. Motion by C. Wood to approve the financial report as submitted. Motion seconded by A. Shird. 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. An opportunity for Town Chairperson to answer this question, was unable to attend September 24th meeting where both Village Presidents spoke on this item. Village Presidents have fulfilled this action item: C. Wood requested that this item be placed on the agenda again because C. Mommaerts was unable to attend the previous meeting to share her thoughts regarding the future of KMFD. C. Mommaerts stated from day one the Town has been asking for an equal one-third funding allocation among the three municipalities and to operate solely out of Station 33 in Eagle. C. Wood asked as a volunteer member of the Fire Board if C. Mommaerts supports maintaining KMFD even though there are issues that still need to be resolved or if she wants to go in another direction. C. Mommaerts commented she would need to wait and see how the matter develops. Discussion only. No action taken.

Discussion/action regarding the Fire Chief job description: D. Hall noted that the item had been under discussion for some time and requested clarification regarding what the objective was for this meeting. C. Wood stated that previously discussed revisions were not reflected in his copy. C. Cliffgard clarified that no changes were approved and that the matter was tabled until this meeting. R. Spurrell stated that W. Konichek had provided a job description from another department, which he had not yet reviewed. He believes additional discussion is needed and that any proposed changes should be identified more clearly. C. Mommaerts stated that she had prepared the proposed job description by reviewing several other departments' legally reviewed documents and selected language she believed would best serve our district. She emphasized that a formal job description was necessary to establish clear expectations and accountability. D. Hall asked whether Chief Wilton reviewed the proposed job description. Chief Wilton confirmed that he had but stated that the board should review it collectively and consider the uncertain future of KMFD before proceeding. W. Konichek stated in her opinion that the current proposed job description requires additional details. She suggested using the Hales Corners Fire Chief job description as a reference in developing a comprehensive job description for future hiring. W. Konichek added that the president of the Hales Corners board is willing to discuss the job description, interview questions and employment contract with any interested KMFD board members. D. Hall asked for volunteers to prepare a revised draft to present at next month's meeting. C. Mommaerts and W. Konichek agreed they would work together on a revised draft. J. Davis added they need to consider all the items discussed at the last meeting which are currently in our minutes. C. Wood stated that the draft presented by C. Mommaerts was acceptable and that incorporating the changes discussed at the previous meeting should move it closer to completion. Discussion only. Tabled to next month.

Discussion/action to authorize the 2023 audit to be finalized: D. Hall reviewed how the board addressed the 2022 audit at the previous meeting and clarified that the proposed action is not to approve the 2023 audit, only to authorize Baker Tilly to continue to finalize so it can be presented to the board. R. Spurrell stated that the audit finalization can continue but requested further review of the revenue figures in the budget summary included in the 2023 Draft Audit Report. He noted that Baker Tilly categorizes intergovernmental revenue, and transfer fees differently than we do and thought the intergovernmental numbers seemed a little high. R. Spurrell stated that any discrepancies could be submitted to the auditor for correction in the final report. Motion by D. Hall to authorize the 2023 audit to be finalized. Motion seconded by C. Mommaerts. No further discussion. All in favor. Motion carried.

Discussion/action regarding Elderbrook's budget submission: Nathan Elderbrook, an Eagle resident, presented a proposed staffing model and five alternative budget options, using a PowerPoint presentation and supporting handouts. He explained that he began researching alternatives after reviewing the 2027 draft budget presented in August, which he considered high for a department responding to approximately 550 calls a year. N. Elderbrook stated that payroll accounted for approximately 60% of the proposed budget and identified anticipated capital replacement needs and limited capital reserves as additional concerns. His research focused on identifying possible operational and financial improvements. For comparison, N. Elderbrook reviewed Rochester Volunteer Fire Company and Tichigan Volunteer Fire Company, citing similarities in service areas, and call volumes. He noted that, despite their names, both are paid departments. N. Elderbrook stated that he consulted their Fire Chiefs regarding staffing models, payroll budgets, and capital purchases. He also proposed a few revisions to KMFD's draft budget. Following the presentation, N. Elderbrook invited questions and comments from the board members. D. Hall asked about Tichigan's fire fees and whether they had any concerns regarding the current litigations involving neighboring districts, noting from her understanding that such fees had been found unlawful. C. Mommaerts explained that fire fees assessed on tax bills differ from fire service fees charged for specific services rendered, which were being imposed by those districts. R. Spurrell added that fire service fees and fire fees are two separate things, a fire fee is permissible with certain limitations, while fire service fees are charges billed for specific services. R. Spurrell questioned why Rochester was being presented as a favorable comparison when they went to a referendum to get another full-time employee, which would indicate they were facing similar challenges as KMFD. N. Elderbrook responded that the referendum was to fund one full-time chief and one full-time person to replace two part-time positions. A. Rydzik stated that he had spoken to members at Tichigan and had reported they are experiencing the same staffing challenges as KMFD. He also stated that N. Elderbrook had been encouraged to consult Chief Wilton regarding KMFD's current practices because several recommendations in the presentation involved measures the department had already attempted or implemented. Chief Wilton confirmed several recommendations included in the presentation had previously been tried and discontinued because they were unsuccessful. He also addressed the proposed $20 hourly wage in the presentation, noting that some KMFD members currently earn higher rates based on their certifications. D. Hall thanked N. Elderbrook for providing the information, expressed support for having open conversations and suggested that N. Elderbrook meet with Chief Wilton and Deputy Chief Rydzik to discuss the matter further. R. Spurrell stated he had requested the agenda item to allow discussion and possible action regarding the budget information N. Elderbrook presented at the previous meeting and did not intend for this to be a presentation. He expressed concern that N. Elderbrook had not consulted Chief Wilton or Deputy Chief A. Rydzik beforehand. R. Spurrell questioned the underlying data in the single station report, including estimates of four monthly calls near Highway 67 and 59, two to three monthly calls to the Eagle Industrial Park and references to calls in rural Ottawa, which KMFD does not serve. He noted that the report estimated 253 annual calls, which is substantially below KMFD's actual call volume. He clarified that his concern involved the data used rather than the report's conclusion. R. Spurrell further noted that KMFD has been criticized for relying on Palmyra for automatic aid during coverage gaps, while one of the comparison departments uses automatic aid for similar gaps. Although he did not recommend adopting Rochester's paid-on call model for KMFD, he supported further discussion of a four-, 8-, and twelve-hour scheduling

model. R. Spurrell added that C. Mommaerts had previously inquired about the possibility of shorter shifts. Discussion only. No action taken.

Chief's Monthly Report: Chief S. Wilton summarized his written report. He stated that as of October 21st, we are at 434 calls, and all apparatus are in service with minor repairs being done by Lt. Laabs. Chief Wilton stated that unfortunately we did not receive the AFG Grant. He mentioned that the district is looking into purchasing a TNT extrication cutting tool for Engine 33 to make it a set. Currently, we only have a combination tool on the engine.

Upcoming Meeting: The next regular Fire Board meeting is Thursday November 19, 2026, at 6:30pm at Eagle Municipal Building.

D. Hall noted she would not be able to attend the meeting.

Motion to adjourn: Motion by D. Hall to adjourn. Motion seconded by A. Shird. All in favor. Motion carried. D. Hall adjourned the meeting at 8:30pm.