



Omro Rushford Omro Joint Fire District

502 W. Huron Street
Omro, WI 54963
<http://www.omro-wi.com/>

Regular Meeting

~ Agenda ~

Barbara J Van Clake (920) 685-7000

Wednesday, February 15, 2017

7:00 PM

Council Chambers

- I. Call to Order**
- II. Declaration of Voting Members / Roll Call**
- III. Minutes**
 1. Omro Rushford Omro Joint Fire District - Regular Meeting - Sep 21, 2016 7:00 PM
- IV. Fire Chief's Report**
 - A. Fire Department Status and Membership Roster**
 - B. Fire Runs**
 - C. First Responder Runs**
 - D. Vehicle Status Report**
 - E. DNR Grant**
- V. Treasury and Expense Reports**
 1. Treasurer's Report (Requested by Barbara Van Clake, Administration)
 2. Final 2016 Income Statement (Requested by Barbara Van Clake, Administration)
- VI. Old Business**
 1. Future Purchases from Fundraising (Requested by Barbara Van Clake, Administration)
- VII. Other Business**
 1. Town of Winneconne / Rivermoor Agreement (Requested by Barbara Van Clake, Administration)
- VIII. Meeting Date**
- IX. Adjournment**



Omro Rushford Omro Joint Fire District

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Regular Meeting

~ Minutes ~

Barbara J Van Clake (920) 685-7000

Wednesday, September 21, 2016

7:00 PM

Omro Fire Station House

Call to Order

Larry R. Wright called the meeting to order at the Omro Fire Station located at 502 W Huron Street at 7:00 PM. Nominations for chairman were called from the floor.

nominate and elect
Larry R. Wright as
chairman of the
meeting

Tom Egan motioned and Rod Brusius seconded to nominate and elect Larry R. Wright as chairman of the meeting as presented.

AYES: Brusius, Egan, Schoonover, Kafer, Noe, Knurr, Wright,
Friess, Jungwirth

Motion carried by [Unanimous] vote.

Roll Call

Clerk Barbara Van Clake called the roll and recorded attendance.

Attendee Name	Organization	Title	Status	Arrived
Rod Brusius	City of Omro	Board Member	Present	
Tom Egan	Town of Rushford	Board Member	Present	
Jerry Schoonover	Town of Rusford	Board Member	Present	
Patrick Kafer	Town of Rushford	Board Member	Present	
Brian Noe	Town of Omro	Board Member	Present	
Allen Knurr	Town of Omro	Board Member	Present	
Larry E Wright	City of Omro	Board Memeber	Present	
David J Friess	Town of Omro	Board Member	Present	
Steve Jungwirth	City of Omro	Board Member	Present	
Larry R Wright	City of Omro	Mayor	Present	
Barbara J Van Clake	City of Omro	Clerk	Present	
Linda K Kutchenriter	City of Omro	City Administrator	Present	
Jay Treleven	Fire Department	Fire Chief	Present	
Janet Treleven	Fire Department	Treasurer	Present	
Peggy Hendricks	Town of Rushford	Clerk	Present	
James C Braasch	Fire Department	Firefighter	Present	
Ron Carpenter	Fire Department	Asst Fire Chief	Present	
Ed Carpenter	Fire Department	2nd Deputy Chief	Present	
Martin, Dave	Fire Department	Firefighter	Present	
Dustin Treleven	Fire Department	Firefighter	Present	

Declaration of Voting Members

The three voting members from each entity is as follows:

City of Omro: Larry E Wright, Steve Jungwirth, Rod Brusius

Town of Omro: Brian Noe, Allen Knurr, David Friess

Town of Rushford: Tom Egan, Pat Kafer, Jerry Schoonover

Minutes

Omro Rushford Omro
Joint Fire District -
Regular Meeting - Feb
17, 2016 7:00 PM

AYES: Brusius, Egan, Schoonover, Kafer, Noe, Knurr, Wright,
Friess, Jungwirth

Fire Chief's Report

Fire Chief Jay Treleven presented his report to the fire district board members and others in attendance.

Fire Department Status and Membership Roster:

The department is currently staffed by 39 Active Firefighters, 8 Active Retired Firefighters, 4 Probationary Firefighters, 12 First Responders (of the twelve, two are not firefighters), 1 Probationary First Responder and 9 Junior Firefighters.

Fire Runs:

The number of fire runs from August 1, 2015 to July 31, 2016 was 115. The number of runs usually averages between 100-120 per year. Last year there were 95 runs. There seems to be an increase in the number of assist calls to the Omro Care Center and Fox View Manor. There were 28 runs to the Town of Rushford (30%), 28 runs to the City of Omro (30%), 38 runs to the Town of Omro (40%) and zero runs to the Town of Winneconne (Rivermoor). A total of 33,800 gallons of water was used for firefighting during the annual period.

Mutual Aid:

Mutual Aid runs given was 21 and received was 7.

Town of Winneconne (Rivermoor) Contract:

Fire Chief Treleven indicated that the contract with the Town of Winneconne for services has expired. They are currently paying the district \$1,000.00 per year for the services. The contract will be brought up to date and the consensus of the board was to continue the charge of \$1,000.00 per annum with the contract to be reviewed every 3-5 years. The contract should be brought forward for consideration and adoption at the next fire district meeting.

First Responder Runs:

The total first responder runs for the period of August 1, 2015 to July 31, 2016 was 410. The City of Omro had 258 runs (61%), Town of Omro 93 runs (23%), Town of Rushford 45 runs (11%), Town of Winneconne (Rivermoor) 2 runs (1%), and Mutual Aid 12 runs (4%).

Of the 258 runs to the City of Omro, 82 of the runs were to the three nursing or care facilities. Omro Care Center had 54 runs (21%), Webster Manor 8 runs (3%), and Fox View Manor 20 (8%). Other runs within the city accounted for 68% of the total city runs.

Minutes Acceptance: Minutes of Sep 21, 2016 7:00 PM (Minutes)

Vehicle Status Report with Projected Replacement Year and Insured Value:

1986 Chevrolet Rescue 24, 2022, Insured Value \$200,000.00
 1995 Ford Pickup Grass 24, 2025, Insured Value \$40,000.00
 1998 Pierce Engine 124, 2033, Insured Value \$475,000.00
 2005 Central States Tanker 24, 2040, Insured Value \$250,000.00
 2008 Pierce Engine 24, 2043, Insured Value \$475,000.00
 2015 International Pierce Engine, 2050, Insured Value, \$358,000.00
 2015 Ford F250 4 Door Pickup, Insured Value \$43,000.00, Fire Dept Owned

DNR Assistance to Firefighting Grant 2016 - Approved (Audited and Paid):Personal Protective Equipment

10 Wildland jackets and pants	\$2,118.28
12 Hotshields / dust masks	\$799.85
12 Safety glasses / goggles	\$191.16
15 Wildland leather gloves	<u>\$207.35</u>
Total Personal Protective Equipment	\$3,316.64

Forest Fire Suppression Tools and Equipment

Brackets for drip torch	\$152.60
Tow straps & anchor shackles	\$140.84
Drip torch kit	\$123.09
Suppression hand tools	\$55.00
Chain saw	<u>\$414.91</u>
Total Forest Fire Suppression T&E	\$886.44

Total Grant Project Cost	\$4,203.08
50% Share of Grant	\$2,101.54

DNR Assistance to Firefighting Grant 2017 - Application Pending (October Notification):

The following grant requests were applied for but may not be entirely funded. The DNR will notify the department of the grant amount for items requested in the month of October.

Personal Protective Equipment

10 Wildland jackets and pants	\$2,455.08
6 Hard hats	\$222.84
Portable radio chest packs	\$81.40
12 Wildland leather gloves	<u>\$165.84</u>
Total Personal Protection Equipment	\$2,925.16

Forest Fire Suppression Tools and Equipment

10 Pails Class A Foam	\$563.20
2 Application equipment for Class A Foam	\$455.94
Other: brackets, drip torch	\$ 0.00
Hose reels - 1" hose	\$500.00
Hoses, nozzles and appliances	\$1,634.40
Portable slide on pumping units for ATV/UTV	\$5,000.00

Other	\$1,676.30
Suction Hose to match pumps above	\$38.95
Suppression hand tools	<u>\$110.00</u>
Total Forest Fire Suppressions T & E	\$9,978.79

Communications

Programming fees/software/cable	<u>\$500.00</u>
Total Communications	\$500.00

Mapping

2 Plat books	<u>\$70.00</u>
Total Mapping	\$70.00
Total DNR Grant Requested	\$13,473.95
Amount to be Paid by DNR Grant	\$6,736.98

Building Operational Expenditures:

The budget was \$15,000.00 for the period of August 1, 2015 to July 31, 2016 for the building expenditures for the fire station. The expenses came in slightly under budget at \$14,964.92

<u>Expense Description</u>	<u>Actual Expenses</u>
Water & Sewer	\$890.49
Gas & Electric	\$5,576.95
Cleaning / Maintenance Supplies	\$1,080.07
Annual Alarm Systems Monitoring	\$420.00
Annual Sprinkler Inspect / Test	\$1,228.50
Overhead Door Repair	\$361.00
Spray Building	\$265.00
Ice Machine	\$425.00
Cabinet Replacement & Repair	\$232.76
Sealing / Caulking apparatus floor	\$1,398.42
Snow Plowing	\$2,307.10
Fire Ext. Inspection	\$98.00
Paint Meeting Room / Kitchen	\$175.00
Vacuum	\$165.35
Misc. hardware, softener salt	<u>\$341.28</u>
Total Expenditures	\$14,964.92

Treasury and Expense Reports

Fire Department Treasurer Jan Treleven gave the treasurer's report with \$61,936.86 in the checking account and \$85,403.52 in the savings account for a total cash on hand of \$147,330.38. Both the current vs. budget expense reports for the fire district and the fire department were presented. An income statement comparing years 2014, 2015 and a partial 2016 was also presented.

Proposed 2017 Budgets

Treasurer Jan Treleven presented the following 2017 budget proposals for approval of the board. The fire department proposed budget is \$56,450.00 and

the fire district proposed budget is \$71,550.00 for a combined budget proposal for 2017 of \$128,000.00. A budget increase of 2.35% over 2015.

Omro Rushford Volunteer Fire Department Proposed 2017 Budget:

Description	Actual 2015	Actual 2016	Proposed 2017
Air pack testing maintenance	\$2,500.00	\$2,400.00	\$2,500.00
Attack hose - large diameter	\$250.00	\$250.00	\$250.00
Battery allowance	\$500.00	\$500.00	\$500.00
Fitting allowance	\$250.00	\$250.00	\$250.00
Foam	\$800.00	\$800.00	\$800.00
Hazmat rescue	\$300.00	\$0.00	\$0.00
Health & Safety	\$1,200.00	\$1,200.00	\$1,200.00
Ladder Testing	\$400.00	\$450.00	\$450.00
Lights and sirens	\$2,000.00	\$2,000.00	\$2,000.00
Mobile and portable radios	\$5,000.00	\$5,000.00	\$5,000.00
Office & Technology	\$800.00	\$2,000.00	\$2,000.00
Pager Maintenance	\$1,000.00	\$1,000.00	\$1,000.00
Pagers	\$1,500.00	\$1,500.00	\$1,500.00
Personal Protective Gear	\$12,000.00	\$12,000.00	\$12,000.00
Tool maintenance	\$2,000.00	\$2,000.00	\$2,000.00
Training / Conferences	\$4,000.00	\$4,000.00	\$4,000.00
Vehicle maintenance	\$14,000.00	\$14,500.00	\$14,500.00
Dry Hydrant Repair	\$0.00	\$0.00	\$1,000.00
Totals	\$48,500.00	\$49,850.00	\$50,950.00
First Responders	\$4,000.00	\$5,500.00	\$5,500.00
Total Proposed Budget	\$52,500.00	\$55,350.00	\$56,450.00

Omro Rushford Omro Joint Fire District Proposed 2017 Budget:

Description	Actual 2015	Actual 2016	Proposed 2017
Administration Fees	\$4,800.00	\$4,800.00	\$4,800.00
Building Expenditures	\$15,000.00	\$15,000.00	\$15,000.00
Fire Runs	\$12,000.00	\$12,000.00	\$12,000.00
Fuel	\$11,000.00	\$9,711.00	\$9,800.00
Insurance	\$23,500.00	\$23,500.00	\$25,250.00
Membership Dues	\$1,900.00	\$2,000.00	\$2,000.00
Office Supplies	\$300.00	\$300.00	\$300.00
Subscriptions	\$100.00	\$100.00	\$100.00
Telephone	\$1,800.00	\$2,300.00	\$2,300.00
Totals	\$70,400.00	\$69,711.00	\$71,550.00

Total Combined Budget **\$122,900.00** **\$125,061.00** **\$128,000.00**

adopt the proposed 2017 fire department budget \$56,450.00 and fire district budget \$71,550.00 for a total combined budget of

Tom Egan motioned and Allen Knurr seconded to adopt the proposed 2017 fire department budget \$56,450.00 and fire district budget \$71,550.00 for a total combined budget of \$128,000.00 as presented.

AYES: Brusius, Egan, Schoonover, Kafer, Noe, Knurr, Wright, Friess, Jungwirth

Motion carried by [Unanimous] vote.

Minutes Acceptance: Minutes of Sep 21, 2016 7:00 PM (Minutes)

\$128,000.00

Notice of Claim- Judith Case

disallow notice of claim
submitted by Judith
Case

Patrick Kafer motioned and Rod Brusius seconded to disallow notice of claim submitted by Judith Case as presented.

AYES: Brusius, Egan, Schoonover, Kafer, Noe, Knurr, Wright,
Friess, Jungwirth

Motion carried by [Unanimous] vote.

LOSA Program

2015 Roster	46 members
Members Removed	5 (retired, moved, quit)
Leave of Absence	1 (would remain on roster but no contribution)
Added to Roster	1

Total Recipients of 2016 contribution 41

Estimated contributions for 2016 41 members @ \$344.11
\$14,108.51

Estimated administrative fees
\$1,115.00

Total for 2016
\$15,223.51

For the next LOSA calculations report please provide the formula for the amount per member.

House Burn Training

Ron Carpenter informed the board that they will be using a donated house in Waukau on Fox Street for a controlled burn training program in October. The initial set up will be on October 1, 2016 from 8-4 PM. This is open to the board to attend. On the 6th and 7th of October they will be conducting firefighting and arson training at the sight. The final training and burn will take place on October 15, 2016. Again, this date will be open to the board and public to attend for viewing.

Meeting Date

The next scheduled meeting date is February 13, 2017 at the Fire Station at 7:00 PM.

Adjournment

The meeting was closed at 7:42 PM

adjourn the meeting at
7:42 PM

Patrick Kafer motioned and Steve Jungwirth seconded to adjourn the meeting at 7:42 PM as presented.

AYES: Brusius, Egan, Schoonover, Kafer, Noe, Knurr, Wright,
Friess, Jungwirth

Motion carried by [Unanimous] vote.

Respectfully Submitted by,



Barbara Van Clake, WCPC, MMC
Clerk /Deputy Treasurer

Minutes Acceptance: Minutes of Sep 21, 2016 7:00 PM (Minutes)

OMRO RUSHFORD VOL. FIRE DEPARTMENT
INCOME STATEMENT
JANUARY 1, 2016 THRU DECEMBER 31, 2016

	<u>Actual</u>	<u>Budget</u>	<u>Difference</u>
INCOME			
Operation Income (Municipalities)	125,061.00	125,061.00	0.00
Rivermoor Protection	1,000.00	0.00	1,000.00
Miscellaneous Income	1,000.00	0.00	1,000.00
Interest Income	180.06	0.00	180.06
TOTAL INCOME	127,241.06	125,061.00	2,180.06
EXPENSES			
Administrative Fees	4,800.00	4,800.00	0.00
Air Pack Testing & Maint.	2,400.00	2,400.00	0.00
Attack Hose - Large Diameter	250.00	250.00	0.00
Batteries & Supplies	1,074.03	500.00	-574.03
Building Expenditure	15,000.00	15,000.00	0.00
Fire Runs	10,350.00	12,000.00	1,650.00
First Responders	5,482.50	5,500.00	17.50
Fittings Allowance	250.00	250.00	0.00
Foam	0.00	800.00	800.00
Fuel	6,122.61	9,711.00	3,588.39
Health & Safety	0.00	1,200.00	1,200.00
Insurance	23,618.00	23,500.00	-118.00
Ladder Testing	332.00	450.00	118.00
Lights & Sirens	1,992.04	2,000.00	7.96
Membership Dues	2,095.00	2,000.00	-95.00
Mobile & Portable Radios	5,000.00	5,000.00	0.00
Office & Technology	1,985.96	2,000.00	14.04
Office Supplies	194.95	300.00	105.05
Pager Maintenance	995.00	1,000.00	5.00
Pagers	1,497.00	1,500.00	3.00
Personnel Protective Gear	11,768.37	12,000.00	231.63
Subscriptions	88.95	100.00	11.05
Telephone	2,224.67	2,300.00	75.33
Tool Maintenance	2,577.61	2,000.00	-577.61
Training	3,547.62	4,000.00	452.38
Vehicle Maintenance	16,013.74	14,500.00	-1,513.74
TOTAL EXPENSES	119,660.05	125,061.00	5,400.95
DNR FOR GRANT MONIES	2,101.54		
HEALTH TESTING/BOOSTERS	1,635.85		
	<u>3,737.39</u>		
NET INCOME/(LOSS)	3,843.62		

Attachment: 2016 Income Statement (2210 : Final 2016 Income Statement)