



Committee Members Present: Chairman John Johnson, Village of Sturtevant Administrator Mary Cole, and Lawrence (Bud) Eastman

Committee Members Absent: Village of Mt. Pleasant Trustee Ken Otwaska (Excused) and Interim Mt. Pleasant Village Administrator Tim Zarzecki (Absent)

Village Board Members Present: None

Staff Members to the Board: Chief Robert Stedman

Guests: Division Chief Ed Lockhart, BC Steve Salvo, BC Jon Keiser, Lt. Bill Miller, and Lt. Jonathon Shirk

1. **Roll Call** - Meeting called to order at 4:03 p.m. by Chair John Johnson.
2. **Guests** – None
3. **Approval of October 5, 2017 Minutes:**

A motion was made by Mary Cole and seconded by Bud Eastman to approve the minutes of the October 5, 2017 meeting. **Motion Passed Unanimously**

4. **Operational Report and Update:** Chief Stedman referred to the Operational Report that was dated November 2, 2017 that was distributed to the Committee Members.
 - a. Currently we still have one member out on FMLA for a childbirth.
 - b. One department member, Joe Schauer has submitted his retirement paperwork effective December 7th.
 - c. Mark Pierce was recognized by the WI State Fire Inspectors Association as Fire Inspector of the year on October 26th at the State Conference.
 - d. Training will be conducted this month for electronic fire inspection reporting system and the use of the iPads starting January 1, 2018.
 - e. The purchase of the used 2006 ambulance from Foster Coach Sales for \$20,000 was completed and the modular box will be used to remount in early 2018.
 - f. The SSFD has notified the Village of Caledonia that effective January 1, 2018 we will continue to respond with them to fire calls in Station #10 area, but we will not longer respond on initial fire calls to Station #11 or Station #12 areas in the Village of Caledonia. We will also respond to any fire calls in Caledonia on mutual aid or MABAS calls.



- g. As a reminder, the 2018 proposed budget includes a request for an additional six personnel starting July 1, 2018. These six personnel would be assigned to a newly constructed EMS Station located near Spring Street and Emmertsen Road area.
- h. New EDraulic Extrication Equipment was placed in service this week on all Fire Engines. This was the extrication equipment that was purchased with the reprogrammed funds in the 2017 CIP budget. The funds were originally for AutoPulses.
- i. Division Chief Ed Lockhart has been very busy with new construction projects with many of them requiring fire sprinkler and alarm systems to be installed, inspected and tested.
- j. Building Issues – Station #8 Cooling System for the Server Room is broke and we are replacing it for about \$6,000. In addition, the kitchen hood and duct fire protection system activated this week by accident after it had been serviced earlier in the day.
- k. The following table reflects the number and percentage of calls per station for the year to date ending October 31, 2017.

2017 Annual Calls By Station Through October 31, 2017		
#7	290	8.7%
#8	880	26.3%
#9	1271	38.0%
#10	686	20.5%
Mutual Aid	138	4.1%
Other	81	2.4%
Total	3346	100%

- 5. **Review of Draft 2018 SSFD CIP Budget and 2018 Proposed Budget-** Chief Stedman presented the revised draft of the 2018 to 2022 CIP budget and the 2018 proposed operating budget plan to the committee. Chief Stedman stated that when budget discussions start the final budget totals would change and most likely would be reduced. Mary Cole asked for Chief Stedman to forward to her any changes so the Village of Sturtevant can complete their 2018 budget.
- 6. **Fire Apparatus Replacement and Purchase Proposal – Status** - Chief Stedman reported that he has been requesting a meeting between the Village Board of Mt. Pleasant and the Village Board of Sturtevant to make a presentation about the Fire Apparatus Replacement Program and Purchase Proposal, but at this point the Village of Mt. Pleasant is working on the 2018 budget and no meetings have been proposed.



7. **High School Internship Program** – Chief Stedman reported that the SSFD has had discussion with Case High School Administration about the possibility of hosting an High School Internship program for students that are Seniors and have an interest in the Fire & EMS Service. We are still in discussion at this time, but the internships could begin next semester.
8. **Public Comments & Discussion** – None
9. **Next Meeting** – The next meeting was tentatively scheduled for Thursday January 4, 2018 at 4:00 PM at the Village of Sturtevant Safety Building.
10. **Adjournment:** A motion was made by Mary Cole and seconded by Bud Eastman to adjourn.

Motion passed Unanimously Meeting adjourned at 4:43 p.m.

Respectfully submitted

Robert W. Stedman
Fire Chief