

1. Call to Order

Trustee Prott called the meeting to order at 5:00 p.m. at the Caledonia Village Hall, 5043 Chester Lane

Committee Members: Trustee Stillman and Trustee Prott.

Absent: None

Staff present: Village Administrator Tom Christensen, HR Director/Assistant Village Administrator Toni Muise, Fire Chief Dick Roeder, and Battalion Chief Jeff Henningfeld.

2. Approval of Minutes

Trustee Stillman motioned to approve the January 29, 2019 minutes. Seconded by Trustee Prott. Motion carried unanimously.

3. Fire Safer Grant

There was a video presentation regarding the National Fire Protection Association (NFPA) 1710 and minimum requirements relating to the Fire Department, such as staffing and adequate response times. Staffing for Adequate Fire and Emergency Response Grants (SAFER) was created to provide funding to Fire Departments to help them increase/maintain the number of firefighters on staff. The goal of SAFER is to improve the local Fire Departments abilities to meet the terms with staffing, response and operational standards (non-punitive) established by the NFPA. The standard response time has an objective of four minutes or less for arrival. Staffing requirements for fires are:

- Single-Family Dwelling – minimum of 15 members
- Shopping Center – minimum of 28 members
- Apartment – minimum of 28 members
- High-Rise – minimum of 43 members

There is an ongoing issue with understaffing in the Caledonia Fire Department. In order to meet the 15 member minimum we would rely on neighboring communities in the past via automatic aide. Recently the assistance has been pulled back, we now have to reach out and request additional back up (which they do accommodate). Current minimum staffing is at 10 employees per day, 3 stations with 3 employees each and a superior as the 10th person. With FMLA, sick time and holidays, there are times when only 10 or 11 is the maximum amount of staff. BC Henningfeld stated that we would need at least 18 more personnel to meet the requirements, but at this time are only requesting 6 which would increase the minimum staffing to at least 13 per day. Adding any less than 6 would only eliminate overtime issues, but efficiency won't be increased nor will these standards be met. FEMA prioritized in bringing non-compliant NFPA departments into compliance, the Fire Department is seeking to apply for this grant. Grant funds may only be used to hire new, additional firefighters (post the date of grant award). The grant funds are limited to a three year breakdown of assistance:

- In the first year of the grant, 75 percent of the usual annual cost of a first-year firefighter.
- In the second year of the grant, 75 percent of the usual annual cost of a first-year firefighter.
- In the third year of the grant, 35 percent of the usual annual cost of a first-year firefighter.

Usual annual costs include base salaries and standard benefit packages. There can be no lay-offs during period of performance, and the department must maintain operational staffing at the level that existed at the time of the awarded grant funds.

There was additional discussion surrounding the costs involved, and whether these positions would be sustainable after the assistance of grant money. Additionally, just because the grant is applied for does not mean it will be awarded as it is very competitive. Trustee Prott felt this should be presented to the Board for approval before the Fire Department puts forth any effort towards applying for this grant.

Trustee Stillman motioned to forward the Fire Safer Grant to a Special Board meeting next Monday. Seconded by Trustee Prott. Motion carried unanimously.

4. The Personnel Committee will take up a motion to go into CLOSED SESSION, pursuant to WI Stat. 19.85(1)(c), for “Considering employment, promotion, compensation or performance evaluation data for any public employee over which the governmental body has jurisdiction or exercises responsibility.”

Trustee Stillman motioned to go into CLOSED session. Seconded by Trustee Prott. Motion carried unanimously.

5. The Personnel Committee reserves the right to RECONVENE INTO OPEN SESSION to take possible action on the item(s) discussed during the CLOSED SESSION and to move on to the remaining items on this agenda

Trustee Stillman motioned to go into OPEN session. Seconded by Trustee Prott. Motion carried unanimously.

6. Adjournment

Motion by Trustee Stillman to adjourn. Seconded by Trustee Prott. Motion carried unanimously.

Meeting adjourned at 6:08 p.m.

Respectfully submitted,

Joslyn Hoeffert
Deputy Clerk