

**Rockton Fire Protection District**  
**Board of Trustees Meeting Minutes**  
**November 14, 2017**

President Dennis Stien called the meeting to order at 7:00 pm.

Present were: Dennis Stien, Bryan Northrop, Bruce Lans, Jodi Ewers, Chief Kirk Wilson and Attorney Louis C. Bowman

Absent were: Mark Steward

Staff present: Sheila Douglass

Guests present: Kelly Erboe, CPA

**SUBMISSION OF MINUTES**

Motion by Bruce Lans to approve the minutes for the regular October 10, 2017 meeting. Second by Bryan Northrop. Discussion had. Motion carried 4-0.

**TREASURER'S REPORT**

Treasurer's Report was submitted. See attached.

**PRESENTATION OF BILLS**

Motion by Bruce Lans to approve the Treasurer's Report and payment of bills as presented. Second by Bryan Northrop. Discussion had. Motion carried 4-0.

**PUBLIC COMMENT**

None.

**SPECIAL REPORTS, COMMUNICATIONS AND PRESENTATIONS**

1. Chief Wilson presented the monthly written activity reports. See attached reports: October 2017 Fire and EMS Incidents and September 2017 Ambulance Revenue Summary. Discussion had. No action taken.

2. Kelly Erboe, CPA, from Erboe & Associates, presented and reviewed with the Board the Annual Financial Report/ Audit for fiscal year ending April 30, 2017. The report showed compliance with the approved budget for 2016-2017 and the accounting requirements of Governmental Accounting Standards Board (GASB). Bruce Lans moved to approve the Annual Financial Report/ Audit as explained by the auditor. Second by Jodi Ewers. Discussion had. Motion carried 4-0.

**OLD BUSINESS**

1. Bruce Lans presented a purchase request to update IT hardware/ software within the station. The proposal included three (3) proposals. See attached.

|                         |             |
|-------------------------|-------------|
| TurnKey                 | \$66,592.80 |
| Entre                   | \$10,612.20 |
| Direct Vendor Purchases | \$7,582.63  |

Bruce Lans recommended purchasing the hardware and software through a variety of vendors. Chief Wilson asked the Board to authorize expenditures up to \$10,000.00. Motion by Jodi Ewers to accept purchase up to \$10,000.00. Second by Bryan Northrop. Motion carried 4-0.

### **NEW BUSINESS**

1. Chief Wilson presented the Strategic Plan for years 2018-2023. Discussion had. Laid over until the December 2017 board meeting for further review. No action taken.
2. Chief Wilson asked the Board to reconsider the changes made to the Out of House Training/ Education Guideline (SOP 1-I-49) during the February 2016 meeting. Discussion had. Laid over until the December 2017 board meeting for further review. No action taken.
3. Chief Wilson asked for the issue of the EMT-B/ EMT-P Reimbursement Agreement to be laid over until the December 2017 board meeting. Discussion had. No action taken.
4. Chief Wilson presented a letter from Deputy Chief Ewers in regards to a price increase for Heartsaver CPR cards from the American Heart Association. Chief Wilson also notified the Board that there had been four (4) Hononegah High School classes, a total of 98 students, who took the Heartsaver CPR class during the months of September and October. Rockton Fire was reimbursed ten (10) dollars per student by Hononegah High School. Chief Wilson recommended no changes should be made right now. See attached. Discussion had. No action taken.
5. Sheila Douglass asked for the Board to approve extending the IPRF Workers Compensation Policy from 12 months to 18 months. See attached. Motion by Bryan Northrop to approve extending the policy to 18 months. Second by Jodi Ewers. Motion carried 4-0.
6. Chief Wilson recommended approval of the training request for Jeff Sorensen for the Wisconsin EMS Association Conference in January 2018. Total cost of conference will be \$1,040.00. See attached. Motion by Bruce Lans to approve the training request. Second by Jodi Ewers. Discussion had. Motion carried 4-0.
7. Chief Wilson reported that Firefighter Adam Henderson resigned effective 10/11/2017. Discussion had. No action taken.

### **GOOD OF THE ORDER**

None.

### **ADJOURN**

No further business to come before the Board, the meeting was adjourned at 8:45pm.

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Bryan Northrop  
Secretary