



OFFICIAL MEETING MINUTES
SOUTH AREA FIRE & EMERGENCY RESPONSE DISTRICT
Board of Directors Regular Meeting
Tuesday, June 28, 2016 @ 6:00 P.M.

A. Call to Order

The regular meeting of the South Area Fire and Emergency Response District Board of Directors was called to order at 6:00 PM by SAFER Chairman Allen Opall.

MEMBERS PRESENT – Opall, White, Ermeling, Langenhahn and Kachel. Chief Savage, DC Finke, EMS Division Chief Kelly Bechel, Administrator Rhoden, Administrator Guild, and Finance Director Jacobs were also present. No audience members were present.

B. Correspondence/Comments from the public on issues related to the SAFER District

There was no public comment or correspondence.

C. Presentations

1. 2015 Audited Financial Statements – Krause Howard & Company
Don Stabanow was present to review the 2015 audited financial statements for SAFER. Mr. Stabanow answered a few questions asked by the SAFER Board of Directors.
White/Kachel to approve the report as presented by Krause Howard. Motion carries unanimously.

D. Consent Items

2. Approval of prior meeting minutes from May 24, 2016.
Langenhahn/Ermeling to approve prior meeting minutes from May 24, 2016. Motion carries unanimously.

E. Business Items

3. SAFER Charter proposed changes discussion and possible action
All recommended changes by the SAFER Board of Directors, staff and counsel have been incorporated in the version presented.
White/Ermeling to approve SAFER Charter dated June 26, 2016, with approved changes with an appropriate effective date and submit to the individual municipalities. Q: Ermeling pointed out the Charter states the term for the Town of Marathon representative expires 12/31/16. Since the Town of Weston is not coming aboard, will a new appointment need to be made? White stated he would not have an issue re-appointing Mr. Langenhahn. Motion carries unanimously.
4. Job description for Administrative Assistant
The Board was presented with a first draft of the job description. Several concerns about the job description and with hiring only one person were discussed. This job description will be placed on file for future reference. No action was taken.

5. RFP for third party fiscal agent
The Board was presented with a draft RFP drawn up by SAFER counsel. A final written draft will be presented before the SAFER Board of Directors takes any action.
6. December 2015 budget status report
Finance Director Jacobs reviewed the 2015 budget status report. White pointed out several items that were way over budget. Chief Savage stated these have been corrected for 2017.
7. June 2016 budget status report
Finance Director Jacobs reviewed the 2016 budget status report. Jacobs stated this report is current through payroll ending June 24, 2016.

F. Staff Reports

8. Report from Fire Chief
Chief Savage reported on training that took place at Fort McCoy. He also expressed some frustration with lack of communication and cooperation with a few things.
9. Report from Administrators
None

G. Remarks from the Board of Directors to set the next meeting date, as well as discuss items for the next meeting agenda (No motions will be made, and no action will be taken related to policy affecting SAFER as a result of this agenda item): No remarks from the Board of Directors. Next meeting date is Tuesday, July 12, 2016. RFP for third party fiscal agent to be on the next agenda.

H. Adjourn

Langenhahn/Kachel to adjourn at 7:15 p.m. Motion carries unanimously.