



**OFFICIAL MEETING MINUTES**  
**SOUTH AREA FIRE & EMERGENCY RESPONSE DISTRICT**  
**Board of Directors Regular Meeting**  
**Tuesday, July 12, 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 Vice-Chair Barb Ermeling.

**MEMBERS PRESENT** – White, Ermeling, Langenhahn and Kachel. Chief Savage, DC Finke were 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. Consent Items**

1. Approval of prior meeting minutes from June 28, 2016.  
*Langenhahn/White to approve prior meeting minutes from June 28, 2016.* Motion carries unanimously.

**D. Business Items**

2. Fiscal Agent program discussion and possible action  
Chief Savage discussed several options for fiscal agent services; Save SAFER money by preparing as much as possible in house before sending to fiscal agent; work this into a staffing package to help assist POC staff by combining a full-time staff person to do clerical work and FF/EMT duties; discussed full-time administrative assistant, however, there is not enough work at this point; discussed a part-time person to do any clerical work and use current POC staff and give them extra hours to do clerical work; discussed delaying CIP program to help cover operating costs; discussed pros/cons of different options. More information to follow, no action was taken.
3. Fiscal Agent RFP discussion and possible action  
White suggested minor changes to some of the language contained in the RFP. *Kachel/White to approve RFP with suggested changes.* Motion carries unanimously.
4. 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.
5. Future staffing discussion and possible action  
A 4 year staffing model was discussed in regard to adding one 12 hour POC and one 24 hour POC in 2017 and adding one full-time person each year for 2018, 2019 and 2020.

**6. CIP Program discussion and possible action**

Chief Savage discussed a CIP plan for 2017. A new ambulance for 2017 will be pushed off and SCBA replacement will be pushed back to 2020 and grants will be applied for over the next 2 years; replace 2 chief SUV's in 2017; purchase of EMS equipment to include ventilation, oxygen tanks and install power load system in new ambulance; RTF equipment including vests, helmets and other supplies; exercise equipment, station alerting system and annual turnout gear. Chief Savage also asked for clarification on plan for borrowing. White requested the CIP budget be cut. Savage and Finke will look into options. No action was taken.

**F. Staff Reports**

**7. Report from Fire Chief**

None

**8. 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, August 23, 2016.

**H. Adjourn**