

Chippewa Fire District Fire Commission Board Meeting Minutes
Tuesday, July 25, 2023, at 6:30 pm – Lafayette Fire Station

1. **Meeting called to order by Mr. Bennesch** according to Chapter 19.84 of the Wisconsin State Statutes at 6:31 pm.
2. **Roll Call:** The following members answered present: Ms. Sue Cance, Mr. Daniel Dienger, and Mr. Jeff Bennesch. Mr. Koplitz was absent.
3. **Approve Minutes:** Ms. Cance made a motion to approve the April 25, 2023, Fire Commission Meeting Minutes and May 17, 2023, Special Board Meeting Minutes, seconded by Mr. Dienger. Motion carried on a voice vote.
4. **Public Comments:** None.
5. **Personnel Appointments, Promotions, and Departures:** Mr. Bernette presented his update of new members and members that have resigned from the District. Report attached to the minutes. **Mr. Dienger made a motion to approve the Personnel Appointments, Promotions, and Departures report as presented, seconded by Ms. Cance.** Motion carried on a unanimous voice vote.
6. **Old Business: none**
Mr. Koplitz arrived at 6:47.
7. **New Business:**
 - A. Discuss/Act on SOP 109, Application Process. Discussion on the different interview processes for part time, paid on call, and career employees. **Mr. Bennesch made a motion to postpone SOP 109 until SOP's are created for part time, paid on call, and career employees interview process, seconded by Ms. Cance.** Motion carried on a voice vote.
 - B. Discuss/Act on SOP 2012, Dive Team Member-SCUBA Support. Mr. Bernette stated these Dive Team SOPs needed to be created to have a job description and requirement in place for the positions. **Ms. Cance made a motion to approve SOP 2012, seconded by Mr. Dienger.** Motion carried on a voice vote.
 - C. Discuss/Act on SOP 2012-1, Dive Team Member-SCUBA Diver. **Mr. Bennesch made a motion to approve SOP 2012-1 with the deletion of item D under Minimum Responsibilities, seconded by Ms. Cance.** Motion carried on a voice vote.
 - D. Discuss/Act on SOP 2012-2, Dive Team Coordinator. **Mr. Dienger made a motion to approve SOP 2012-2 with the deletion of item D under Minimum Responsibilities, seconded by Mr. Bennesch.** Motion carried on a voice vote.
8. **Chief's Report:** Mr. Bernette presented his report. Report attached to the minutes. Discussion on ideas for recruitment of employees.
9. **Election of Commission Board:**
 - A. Election of Commission President. **Ms. Cance made a nomination for Mr. Bennesch, hearing no other nominations, Ms. Cance moved to close nominations and elect Mr. Bennesch for President, seconded by Mr. Dienger.** Motion carried on a voice vote.
 - B. Election of Commission Vice President. **Ms. Cance made a nomination for Mr. Dienger, hearing no other nominations, Mr. Bennesch moved to close nominations and elect Mr. Dienger for Vice President, seconded by Ms. Cance.** Motion carried on a voice vote.
 - C. Election of Secretary. **Mr. Koplitz made a nomination for Ms. Cance, hearing no other nominations, Mr. Bennesch moved to close nominations and elect Ms. Cance for Secretary, seconded by Mr. Dienger.** Motion carried on a voice vote.

10. **Next Meeting Date and Location:** October 24, 2023, at 6:30 pm at Chippewa Fire District Station 1.
11. **Adjournment:** Mr. Bennesch made a motion to Adjourn, seconded by Ms. Cance. Motion carried on a unanimous voice vote. Meeting adjourned at 7:33 pm.

Draft minutes to be approved at the October 24, 2023, Meeting.

Minutes Submitted by:

A handwritten signature in cursive script, reading "Rita Erickson". The signature is written in black ink and is positioned to the right of the text "Minutes Submitted by:".

Rita Erickson, Recording Clerk