

Town of Watertown Fire District
Monthly Meeting Minutes
March 8, 2023

The March Monthly Meeting was called to order by Arthur Cooley at 6:15 pm.

The Pledge of Allegiance to the Flag of the United States of America was recited by all.

Attendance:

Commissioners: Arthur Cooley, Meredith George, and Warren Day. Michael Hanley and Brian Wilcox were absent due to work commitments.

Secretary/Treasurer: William Bamann

Chiefs: Assistant Chief Jason Lee.

District Employees: Fred Sourwine and Chip Metzler

Guests: Wayne Scott, Chris & Judy Brass

The floor was opened for public comment. Chris & Judy Brass requested to put up a Town of Watertown Fire Department embroidered plaque that Judy made.

Upon a motion made by Arthur Cooley, seconded by Warren Day, and after a discussion held, the following resolution was approved:

Be it resolved that Chris & Judy Brass may put up the plaque they made at the firehouse in an appropriate location near the bar.

Commissioner	Yes	No	Abstain	Absent	Recuse
Arthur Cooley	X				
Michael Hanley				X	
Meredith George	X				
Warren Day	X				
Brian Wilcox				X	

The Motion carried.

There being no one who wanted to speak, the floor was closed for public comments.

Communications: None.

Minutes: The minutes of the February Monthly and Special meetings were provided via email for review/approval.

Upon a motion made by Warren Day, seconded by Meredith George, and after a discussion held, the following resolution was approved:

Be it resolved that the aforementioned minutes from the two February meetings are approved.

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Commissioner	Yes	No	Abstain	Absent	Recuse
Arthur Cooley	X				
Michael Hanley				X	
Meredith George	X				
Warren Day	X				
Brian Wilcox				X	

The Motion carried.

Bills and Treasurer's Report: Secretary-Treasurer Bamann presented the bills (see attached Abstract of Bills, financial reports, bank account reconciliations and bank statements). The Commissioners were reminded to review and sign the Abstract of Bills as well as sign the Vouchers for payment. One Commissioner also needs to review and sign/initial the Bank account reconciliations and Bank Statements.

Upon a motion made by Arthur Cooley, seconded by Warren Day, and after a discussion held, the following resolution was approved:

Be it resolved that the bills presented be paid.

Commissioner	Yes	No	Abstain	Absent	Recuse
Arthur Cooley	X				
Michael Hanley				X	
Meredith George	X				
Warren Day	X				
Brian Wilcox				X	

The Motion carried.

Secretary-Treasurer Bamann presented the quotes received for the expansion of the office and canopy over the entrance at Station 1 (see attached). The low bid and most complete quote was from A&M Enterprises.

Upon a motion made by Arthur Cooley, seconded by Warren Day, and after a discussion held, the following resolution was approved:

Be it resolved that the Board of Fire Commissioners approves going with A&M Enterprises to do the office expansion and canopy work specified and that funding from the Building Reserve account shall be used for such purpose after the appropriate permissive referendum steps are taken.

Commissioner	Yes	No	Abstain	Absent	Recuse
Arthur Cooley	X				
Michael Hanley				X	
Meredith George	X				
Warren Day	X				
Brian Wilcox				X	

The Motion carried.

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Two Rec Hall Event requests were presented (attached).

Upon a motion made by Arthur Cooley, seconded by Meredith George, and after a discussion held, the following resolution was approved:

Be it resolved that the two requests to rent the Rec Hall for private events are approved.

Commissioner	Yes	No	Abstain	Absent	Recuse
Arthur Cooley	X				
Michael Hanley				X	
Meredith George	X				
Warren Day	X				
Brian Wilcox				X	

The Motion carried.

Chief's Report: See Chief's Report attached.

2nd Assistant Chief Jason Lee reported the Fire Department has appointed John Smith as new 3rd Assistant Chief.

Upon a motion made by Arthur Cooley, seconded by Meredith George, and after a discussion held, the following resolution was approved:

Be it resolved that the Board of Fire Commissioners approves the appointment of John Smith as 3rd Assistant Chief as well as the appropriate outfitting of his vehicle with a mobile radio, emergency lights and siren.

Commissioner	Yes	No	Abstain	Absent	Recuse
Arthur Cooley	X				
Michael Hanley				X	
Meredith George	X				
Warren Day	X				
Brian Wilcox				X	

The Motion carried and District Manager Sourwine will ensure the appropriate work is done.

Assistant Chief Lee also reported on the suspension of Michael VanBrocklin for disciplinary reasons.

Employee's Report: See District Manager's report attached.

District Manager Sourwine presented a request from the fleet committee to add automatic tire chains on the new KME Quint being built for a cost of some \$4,050.

Upon a motion made by Arthur Cooley, seconded by Warren Day, and after a discussion held, the following resolution was approved: *Be it resolved that the Board of Fire Commissioners approves adding the automatic Tire Chains to the new quint.*

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Commissioner	Yes	No	Abstain	Absent	Recuse
Arthur Cooley	X				
Michael Hanley				X	
Meredith George	X				
Warren Day	X				
Brian Wilcox				X	

The Motion carried.

Committee Reports:

Paid Firefighter Committee: Secretary-Treasurer Bamann drafted a job description and Job Duties form and sent it out to all for review. As there were no issues, he'll send it to Jefferson County Human Resources and check on the status of our issues.

Upon a motion made by Arthur Cooley, seconded by Meredith George, and after a discussion held, the following resolution was approved:

Be it resolved that the Board of Fire Commissioners approves the draft Job Duties form and job description for a TWFD Paid Firefighter and sending it to Jefferson County Human Resources.

Commissioner	Yes	No	Abstain	Absent	Recuse
Arthur Cooley	X				
Michael Hanley				X	
Meredith George	X				
Warren Day	X				
Brian Wilcox				X	

The Motion carried and District Manager Sourwine will ensure the appropriate work is done.

Old Business:

The Fire District Manager Job Description is still awaiting approval.

The new HR policy and Union Negotiations are on hold until the disposition of the new job descriptions is finalized.

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New Business:

Upon a motion made by Arthur Cooley, seconded by Warren Day, and after a discussion held, the following resolution was approved:

Be it resolved that The Town of Watertown Fire District Board of Fire Commissioners does not require the Fire Chief to be a Town of Watertown Fire District resident as there is no law requiring it (see attached email from Lawyer Brad Pinsky).

Commissioner	Yes	No	Abstain	Absent	Recuse
Arthur Cooley	X				
Michael Hanley				X	
Meredith George	X				
Warren Day	X				
Brian Wilcox				X	

The Motion carried.

Upon a motion made by Arthur Cooley, seconded by Warren Day, and after a discussion held, the following resolution was approved:

Be it resolved that the Town of Watertown Fire District Board of Fire Commissioners approves Fredrick Sourwine's Annual Performance Evaluation and in recognition of his excellent performance, hereby grants him up to four weeks paid vacation time. In the event of exigent circumstances for the Fire District that does not allow him to take vacation, he will be allowed to carryover up to 2 weeks of unused vacation time to the following year.

Commissioner	Yes	No	Abstain	Absent	Recuse
Arthur Cooley	X				
Michael Hanley				X	
Meredith George	X				
Warren Day	X				
Brian Wilcox				X	

The Motion carried.

Upon a motion made by Arthur Cooley, seconded by Meredith George, and after a discussion held, the following resolution was approved:

Be it resolved that the Board of Fire Commissioners shall go into Executive Session to discuss personnel matters.

Commissioner	Yes	No	Abstain	Absent	Recuse
Arthur Cooley	X				
Michael Hanley				X	
Meredith George	X				
Warren Day	X				
Brian Wilcox				X	

The Motion carried and The Board went into executive session at 7:45 pm.

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Upon a motion made by Arthur Cooley, seconded by Meredith George, and after a discussion held, the following resolution was approved:

Be it resolved that the Board of Fire Commissioners shall come out of Executive Session to return to the regular meeting.

Commissioner	Yes	No	Abstain	Absent	Recuse
Arthur Cooley	X				
Michael Hanley				X	
Meredith George	X				
Warren Day	X				
Brian Wilcox				X	

The Motion carried and The Board came out of executive session at 8:00 pm.

Upon a motion made by Meredith George, seconded by Arthur Cooley, and after a discussion held, the following resolution was approved:

Be it resolved that this meeting is adjourned.

Commissioner	Yes	No	Abstain	Absent	Recuse
Arthur Cooley	X				
Michael Hanley				X	
Meredith George	X				
Warren Day	X				
Brian Wilcox				X	

The meeting adjourned at 8:05 pm.

Respectfully submitted,


 William L. Bamann
 Secretary-Treasurer