

TOWN OF DOVER

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DOVER TOWN BOARD & THE FIRE/WATER BOARD OF COMMISSIONERS (UNOFFICIAL) MEETING MINUTES SEPTEMBER 29, 2022 – 7:00 PM KANSASVILLE FIRE & RESCUE DEPARTMENT 23730 DURAND AVENUE KANSASVILLE, WI 53139

- 1. Call to Order by Chairman Sam Stratton:** Chairman Sam Stratton called the meeting to order at 7pm.
- 2. Roll Call/Introductions:** Present: Chairman Sam Stratton, Supervisor #1 Mike Shenkenberg, Supervisor #2 Jared Guillien. Fire/Water Commissioners: Jay Golla, Eric Kreuscher, Brandon Christensen. Chiefs: Ron Molnar and Josh Martinson.
- 3. Handout of Dover's Fire/Water Commission Ordinance:** Chairman Stratton provided an overview of why the commission was created in addition to the Commission Ordinance handout. Chairman Stratton also explained that the volunteer membership vote by internal nomination for the chief. They then bring that nomination to the Town Board and Fire/Water Commission for acceptance. Chief's Molnar and Martinson handle employee relations, day to day activities, planning, execution, and reporting.
- 4. Overview of Commissioners Role / Insurance Linebacker Coverage:** Chairman Stratton provided an overview of commissioner's role, and a handout of the Insurance Linebacker Coverage was provided showing liability coverage. Chairman Stratton explained that all meetings of the Fire/Water Commission need to be posted in accordance with the Wisconsin Open Meetings Law. The frequency of meetings would be left up to the board members.
- 5. Overview of Fire/Rescue Operations by Chief Molnar:** Chief Molnar provided an overview of the operation, when meetings are held, and the various trainings that must be completed before deployment etc. It was noted that the Fire/Water Commission would like to be informed if hiring, promotion, or dismissal of employees occur. The Fire/Water Commissioners do not intend to micromanage but would like an email to be in the loop. Please note all volunteers are considered employees in this discussion. Exit interviews will be managed by the chiefs. The Chiefs were asked to develop a formal exit interview/questionnaire, when completed, review will be completed by the Fire/Water Commission.
- 6. Overview of Water Patrol Operations by Chief Martinson:** Chief Martinson provided an overview of the operation noting that all on patrol are certified officers. In April the buoys are installed, May is fishing opener, patrols are held Memorial through Labor Day Saturday and Sunday. Middle of October the buoys are removed. As of this year the patrol boat is stored at the Eagle Lake Management shed location. Also noted is that Dover's Water Patrol works closely with the DNR (Department of Natural Resources).
- 7. Handout /Highlights of Rough Draft of KFRD Personnel Manual Explained by Chief Molnar:** A one page draft handout was discussed. Chief Molnar explained he is in the process of completing a Kansasville Fire and Rescue Personnel Manual modified from the Town's Personnel Manual.
- 8. Discussion of Vacation, Personal, and Holiday Pay for KRD Personnel:** Discussion took place that the EMS (Emergency Medical Services) personnel work twenty-four-hour shifts and the Town of Dover's benefit section is based on an eight-hour day. Chief Molnar stated he would check with neighboring EMS and adjust accordingly. When the KFR Manual is complete the Town Board and Fire/Water Commission

will review the contents. Also once completed the manual will be forwarded to the Town's Attorney for review. It was noted that it is important to get this information in place since EMS employees will be eligible for paid time off benefits starting in 2023. Discussion took place that a formal employee job performance review form be created to evaluate employees on the same standards and provide guidance for improvements/career planning.

9. **Tour of Fire/Rescue Department:** Chief Molnar provided a tour of the facility.
10. **Public Comments:** No public attended. Eric Kreuscher was nominated for the three-year term as President of the Dover Fire/Water Commission, Jay Golla was nominated for the two-year term as Vice-President, and Brandon Christensen was nominated for the one-year term as Secretary. Also noted that Chief Molnar's term ends December 15, 2022 and when asked, he stated that he would agree to be Chief again.
11. **Motion to Enter into Closed Session under Wisconsin State Statute 19.85(1) (c) considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. Estimated time of closed session will be approximately half hour.:** No closed session was held.
12. **Motion to Enter into Open Session:** No closed session was held.
13. **All Business of Closed Session:** No closed session was held.
14. **Adjournment:** Motion to adjourn was made by Mike Shenkenberg at 8:00pm., seconded by Jared Guillien. VOTE: 6/0 All were in favor. Motion carried.

Dated this 25th day of October 2022
Camille Gerou Clerk/Treasurer