

Theresa Fire Commission Meeting Minutes January 20, 2026

Meeting called to order at 6:02

In Attendance: Karrie Isken, Chris Giese, Rodney Justman, Roy Zastrow, Connie Schaumberg, Randy Wendling, Fire Department Representative Andy Pike, Stephanie Justmann, Eugene Koll, Theresa Township Board Chairman, Lloyd Hilgendorf and Village of Theresa Trustee, David Brandenburg. Pike left the meeting early due to a personal emergency.

Secretary Report: The minutes of the November 18 meeting were read and approved. Copy of minutes forwarded to Village Board.

Treasurer's Report: The treasurer's report was approved as read in abbreviated format due to additional agenda items to be addressed and guests in attendance. Hilgendorf introduced.

- Checkbook Balance: \$20,453.92
 - Money Market Balance: \$836.65
 - Capital Improvement (IO 70) CD Balance: \$6,130.30
 - General Fund (IO 71) CD Balance: \$7,175.90
 - Checks written included annual insurance bills for Family Insurance \$16,180 and Society Insurance \$1,800.
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- A. Finalized 2026 budget was not presented or reviewed in the absence of fire department representative.
 - B. No discussion on budget items.
 - C. Audit will be conducted in April by Town, Village Board and Fire Department reps per existing by-laws requirements.
 - D. Duplicate payments were recorded to Rennert's. Request for reimbursement made, Over payment amount needs to be refunded and returned to Village/Township boards at 50/50 rate.
 - E. Treasurer Giese introduced Stephanie Justmann, who assisted in designing a spreadsheet that will assist in recording payments to proper budget categories, identification of budget overages and duplicate billings/invoices.
 - F. Future payments will be made directly to vendors. No payments will be made without an invoice. An itemized listing by the fire department covering multiple items will no longer be accepted for payment. Individual expenses will require completion of an expense report, listing preapproved event cost, mileage, food, and lodging. Alcohol will not be covered. Andy Pike will provide sample for rework.
 - G. Hilgendorf stated maintenance or repairs done by fire members as volunteer hours need to be factored in somehow to show the real cost of an item for future budgeting.
 - H. Reconciled statement from November 5, 2025 to December 27, 2025.

Old Business:

(From 2004 Bylaws: "All Fire Department requests shall be directed to the Commission through the Fire Department representative." (Andy Pike)

Warren Stanke gave the following report:

- A. Insurance estimate copy needed for the garage door replacement
Cost: \$23,980 Insurance paid: \$22,729.88. Doors ordered
- B. Insurance questionnaire is available now for review.
Warren Stanke will complete 23 page insurance survey for Workman's Compensation coverage
- C. Quote/invoice from Rennerts needed for additional damage on Engine 3462 Suction issues.
Investigating cost options to be completed on 2026 budget. Hardware kits received and paid for.
Estimates for work to be done include, drums \$200-\$375/each, brakes \$152.99, linings \$305,
spring kits in storage, plus labor.
- D. Fire extinguishers serviced by Marmic Fire & Safety on 11/10/25. 3 hydro-tested and refilled. 3 dry
chemical extinguishers need replacement. Parts are obsolete. Estimate cost of
\$100/extinguisher.
- E. Ladders tested by Great Lakes Testing on 11/17/25. All passed. Charges made per linear foot.
- F. Schaumberg suggested looking into the possibility of making smoke/carbon monoxide detectors
available to the community at a discounted rate as part of a community education program?
Stanke stated the fire department checks for detectors on calls and provides/installs them when
necessary. The department will investigate it and post info online if the project is possible. No
decision to date.
- G. Giese recommended the app Notee for use to capture details for minutes. Schaumberg will bring
details to next meeting. Village is currently using. Schaumberg stated that she didn't want to
record on her phone. Looking into using her computer.
- H. Stanke shared the Annual Chief's Report he presented at the November 17 board meeting. The
report was very informative and comprehensive, and provided the board and community a better
understanding of the amount of time provided by department members for training, calls and
community events. Additionally, it provided information on equipment test requirements and
purchases. See attached.
- I. The funds returned to our account from Rennert's duplicate payment will be used to purchase turn
out gear. Correction: Amount of overpayment received? The overpayment was made for bills in
excess of the budget, with additional funds requested from the village and township boards to
cover. The amount of the \$8859.59 overpayment needs to be returned, 50% to the Village and
50% to the Township.

New Business:

- A. Any additional new business? None

Meeting was adjourned 7:45 PM.

Minutes submitted by Connie Schaumberg, Secretary Fire Commission

Next meeting March 17, 2026 6:00 PM