



# Kettle Moraine Fire District Fire Board

Station 33 126 E. Main Street, Eagle, WI 53119

262-594-3302

Station 35 108 N. Oakridge Drive, North Prairie, WI 53153

262-392-2700

kettlemorainefd.com

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## KETTLE MORaine FIRE BOARD MEETING AGENDA

Thursday, January 23, 2025  
6:30 P.M.

Eagle Municipal Building  
820 E. Main St, Eagle, WI 53119

1. Call to Order.
2. Roll Call.
3. Pledge of Allegiance.
4. Discussion/action as necessary to approve minutes from December 19, 2024.
5. Citizen comments/concerns: no action will be taken on any items brought forward.
6. Discussion/action as necessary to approve the financial report and monthly account payables.
  - A. Report from Administrative Assistant.
7. Discussion/action regarding ambulance billing fees.
8. Chief's Report.
9. Motion to Adjourn.

*It is possible that members of and possibly a quorum of members of other governmental bodies of the municipalities may be in attendance at the above-stated meeting to gather information; no action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice. Posted \_\_\_\_\_, 2025 by \_\_\_\_\_*

# KETTLE MORAINÉ FIRE BOARD MEETING MINUTES

Unapproved  
December 19, 2024

**Call to Order:** President R. Spurrell called the meeting to order at 6:30pm on December 19, 2024, at North Prairie Municipal Building, 130 N. Harrison St, North Prairie.

**Roll Call:** C. Mommaerts, J. Davis, G. Planning, C. Wood, D. Hall, and R. Spurrell were all present. B. James was excused.

**Pledge of Allegiance:** R. Spurrell led the Pledge of Allegiance.

**Announcement for possible closed session per WI Statute § 19.85(1) (c) for considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility; specifically, to conduct performance evaluations of the Fire Chief and Administrative Assistant.**

**Discussion/action as necessary to approve minutes from November 21, 2024:** Motion by C. Wood to approve. Motion seconded by J. Davis. No further discussion. All in favor. Motion carried.

**Citizen comments/concerns: no action will be taken on any items brought forward:** None.

**Discussion/action as necessary to approve the financial report and monthly account payables:** J. Davis had a question on the Transaction Detail regarding why there were two annual subscriptions for QuickBooks for the same amount. C. Cliffgard stated that she had accidentally double entered the payment into QuickBooks and will remove one of the payments. D. Hall asked if these annual subscriptions were for 2025 or 2024? C. Cliffgard replied 2025. D. Hall was wondering if the amount under Ambulance Income on the Profit and Loss report is to date and if there will be more payments coming in through the rest of the year, since we are little under budget at 83% and if the payments get reallocated after 2024. Chief D. Nottling replied there will probably be payments coming in next year for this year due to the issues the billing company had. R. Spurrell stated that the budget reporting for the Fire Department is on a cash basis not accrual, any payments collected up to December 31<sup>st</sup> will be for 2024 and any payments after January 1st will be for 2025. R. Spurrell mentioned that we owe the Village of North Prairie \$15 for overpayment on their quarterly payment. The budgeted amount for the Village of North Prairie is \$268, 929 and they paid \$268,944. C. Wood asked if on the Profit and Loss under Taxes – Other if that amount is reflecting the catch up for penalties from 2022/2023. C. Cliffgard replied yes, along with other 941 payments. Motion by C. Wood to approve the financial report with the correction on QuickBooks as noted earlier. R. Spurrell asked if he was also amending the Accounts Payables for \$15 to North Prairie. C. Wood stated yes, that should be included and amended his motion. Motion seconded by C. Mommaerts. D. Hall had a question why there have been no expenses paid on the Accident & Sickness Policy which has a \$5000 budget, and if we offer this benefit. Assistant S. Wilton stated he spoke with our insurance agent, and we do offer this benefit. Chief D. Nottling stated he would have to look into this matter further. No further discussion. All in favor. Motion carried.

**Report from Administrative Assistant:** C. Cliffgard wanted to let the board know there will be an increase to the Village of Mukwonago expense account for past due intercept bills. She stated that due to the company going through system and staffing changes we have not received intercept bills from the Village of Mukwonago for 2023 and the beginning of 2024. R. Spurrell stated that we are \$60,000 under budget for expenses, and we are better off paying the unpaid bills now instead of messing up next year's budget. R. Spurrell mentioned that since we are still under Financial Report/ Monthly Accounts Payables, he made a motion that we amend the

approval of Account Payables to include paying the back log of paramedic mutual aid intercepts. Motion seconded by C. Wood. No further discussion. All in favor. Motion carried.

**Discussion/action regarding significant repairs for Truck 35:** Chief D. Nottling wanted this on the agenda for discussion with the board regarding repairs that are needed for Truck 35, he provided the board with estimates for these repairs and tires. Motion by R. Spurrell that we give the Chief a directive to have the vehicle looked at other facilities to see if the costs can be cheaper for repairs. Motion seconded by D. Hall. No further discussion. All in favor. Motion carried.

**Discussion/action regarding issuing a possible survey of the department:** The board discussed the possibility of issuing a survey of the department. D. Hall made a motion that the Fire Board bring this back for reconsideration at the February 2025 meeting. Motion seconded by C. Mommaerts. No further discussion. All in favor. Motion carried.

**Chief's Monthly Report:** Chief D. Nottling gave his report to the board. He stated as of December 18, 2024, we are at 526 calls, Engine 33 is still out of service at Reliant Fire, Truck 35 is out of service with mechanical issues found by Fire Service and nighttime staffing will begin January 1, 2025. Chief D. Nottling mentioned the Eagle Business Association held a pub crawl fundraiser for KMFD on November 30<sup>th</sup> and a donation was presented to the membership association. Also, a donation was made by a citizen in North Prairie following the loss of a family member which KMFD responded to and provided care for. Lastly, Chief D. Nottling mentioned that we did apply for an AFG Grant for new radios and wanted to thank EMS Deputy Chief Nick Koss for his assistance with the application process.

**Motion for closed session per WI Statute § 19.85(1) (c) for considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility; specifically, to conduct performance evaluations of the Fire Chief and Administrative Assistant:** Motion by D. Hall to enter into closed session per WI Statute § 19.85(1) (c) for considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility; specifically, to conduct performance evaluations of the Fire Chief and Administrative Assistant. Motion seconded by C. Mommaerts.

**Roll Call Vote:** C. Mommaerts- yes, J. Davis- yes, G. Planning - yes, C. Wood- yes, D. Hall- yes, R. Spurrell- yes.

**Closed Session:** Closed session at 7:36pm

**Motion to reconvene into open session:** Motion by D. Hall to reconvene into open session. Motion seconded by C. Wood. All in favor. Motion carried.

**Open Session:** Open session at 8:18pm

**Motion/action regarding payrates for the Fire Chief and Administrative Assistant for 2025:** Motion by D. Hall that the board approve a pay raise for the Administrative Assistant of 10% for the year 2025 and a pay raise of 0% for the Fire Chief to be revisited in April of 2025 at his 1-year mark. Motion seconded by C. Wood. No further discussion. All in favor. Motion carried.

**Discussion/action regarding closed session discussion:** No discussion/action necessary.

**Motion to adjourn:** Motion by D. Hall to adjourn. Motion seconded by J. Davis. R. Spurrell adjourned the meeting at 8:20pm.