

## **VILLAGE OF HARRISON FIRE COMMISSION MEETING MINUTES Monday, April 2nd, 2018 6:30 PM**

Meeting minutes for a Village of Harrison Fire Commission meeting that was held at the Fire Station 70 located at the corner of CTH LP and Hwy 114, Menasha, WI 54952.

1. **Call to order** – Meeting was called to order at 6:34 pm.
2. **Roll call** – Present: Kevin Rolain, Jon Zink, and Chad Moder. Jeff Vandenboogaard arrived at 6:40 pm. Also present: Village Manager Travis Parish, Fire Chief Amos Mikkelson and Mark Gackenheimer.
3. **Pledge of Allegiance.**
4. **Approve Minutes from 1-20-17, 2-6-17, 7-24-17, and 9-25-17 meetings** - Motion by Kevin Rolain, seconded by Chad Moder. Motion carried 3-0.
5. **Approve Fire Department Job Descriptions** – The Fire Chief explained the proposed Fire Department job descriptions. Motion by Jon Zink, seconded by Kevin Rolain to approve the fire department job descriptions. Motion carried 4-0.
6. **Approve Organizational Structure** – The Fire Chief explained the organizational structure as it was under the Town and asked the Fire Commission to approve it for the Village. Motion by Chad Moder, seconded by Jeff Vandenboogaard to approve the fire department organizational structure. Motion carried 4-0.
7. **Approve Current Fire/EMS Membership Roster** – The Fire Chief reviewed the current roster of firefighters and EMS with the Committee. Motion by Jon Zink, seconded by Kevin Rolain to appoint all members of the current roster to the fire and EMS department. Motion carried 4-0.
8. **Approve Fire/EMS Officer Appointment** – The Fire Chief went over the officers appointments with the Fire Commission. Motion by Jon Zink, seconded by Jeff Vandenboogaard to approve the officers' appointment as recommended by the Fire Chief. Motion carried 4-0.

9. **Closed Session: Per Wisconsin State Statutes 19.85(b) the Fire Commission may meet in closed session to consider dismissal, demotion, licensing or discipline of any public employee or person licensed by a board or commission or the investigation of charges against such person with regards to a complaint filed against the Fire Chief. It shall be noticed that the person has the right to demand that the evidentiary hearing or meeting be held in open session.**

Note: The Fire Commission started in open session with the agreement of the Fire Chief and Mr. Gackenheimer.

Mr. Gackenheimer distributed some paperwork to explain the situation and why he has filed a complaint against the Fire Chief. The Fire Commission allowed Mr. Gackenheimer to present the reasons that he felt the Fire Chief should be disciplined. Fire Chief Mikkelson was also allowed to explain the situation and why he made the recommendation that he did to the Fire Commission. After both parties were allowed to speak, the Fire Commission asked to meet in closed session. Both the Fire Chief and Mr. Gackenheimer agreed to the request.

Motion by Jon Zink, seconded by Jeff Vandenboogaard to go into closed session pursuant to Wisconsin State Statutes 19.85(b). Voice vote: Jon Zink – Aye, Kevin Rolain – Aye, Chad Moder – Aye, and Jeff Vandenboogaard – Aye.

The Fire Commission discussed the complaint. No action was taken.

10. Adjournment – Motion by Chad Moder, seconded by Jon Zink to adjourn. Motion carried 4-0.