

**Brodhead Fire Commission Meeting Minutes**

**February 3, 2026**

**5:00 P.M.**

**Brodhead Fire Station**

**1. Call to Order:**

The meeting was called to order at 5:00 PM

**2. Roll Call to determine if a quorum is present.**

Present - S. Hazeltine, N. Burkhalter, B. Gritzmaker, A. Schneider, B. Moon

Absent - P. Faessler

**3. Motion to deviate from the order of the agenda if necessary.**

N. Burkhalter made a motion to approve the agenda as presented.

Seconded by A. Schneider

Motion Passed

**4. Public Appearances: This is the public's opportunity to speak.**

**Each citizen is allowed 10 minutes to address the Commission.**

Matt Douglas was involved in a fire alarm incident at the middle school. Matt explained what happened during the incident. Matt stated he did not pull the fire alarm that the fire alarm looked like it was in disrepair at the time of the incident. Chief Scheidegger spoke with Chief Raupp about this incident. Chief Raupp said he needs to attend his court date to explain what happened.

**5. Approval of previous meeting minutes. Discussion/Possible Action.**

B. Gritzmaker made a motion to accept the minutes from the January 6, 2026, meeting as presented.

Seconded by A. Schneider

Motion passed

**6. Treasurer's Report- Discussion/Possible Action:**

**January 2026**

Operating Checking Account Balance: **\$271,085.80**

Executive Money Market Capital Fund Balance: **\$560,962.98**

Total Accounts Balance: **\$832,048.78**

Motion to approve the Treasurer's report made by A. Schneider

Seconded by N. Burkhalter

Motion passed

**7. Payments of Bills- Discussion/Possible Action:**

**January bills paid after January 6, 2026, Meeting**

AT&T \$42.99, Brodhead Water & Light \$444.55, Brodhead Water & Light EOY 2025 \$269.39

Capital One \$2,526.15, Decatur Dairy \$46.20, EcoWater \$23.00,

Fire Inspection Service \$2,557.50, Gasser \$109.08, NFPA Membership \$225.00,

Penflex \$1,000.00, Piggly Wiggly \$133.49, Speich \$244.78, Spectrum \$229.90

Streamline \$200.00, SWANI Death Benefits \$2,340.00, WE Energies \$538.92

WFSAA \$75.00, Wis Dept of Revenue \$10.00

**January revenue received after January 6, 2026**

Jake Updike \$60.00, Fire Recovery \$704.48, Town of Avon \$15,951.46  
Town of Magnolia \$6,648.82, Town of Decatur \$74,252.00, Town of Spring Grove \$29,263.51  
City of Brodhead \$106,818.03, Town of Spring Valley \$14,932.99, Cash Chief Uniform \$615.00  
Interest \$5.59

Motion to approve the payment of bills made by N. Burkhalter

Seconded by A. Schneider

**8. Reports of department activities:**

**A. Firefighters Inc.: Nothing at this time**

**B. Fire Inspector:**

Good Olde Stuff-Admin. Assistant mentioned that she had been in contact with the fire inspector, as requested by Chief Raupp. She contacted Chief Raupp to give him the fire inspector (Chad Hanson) His phone number so Chief Raupp and the Fire Inspector could set a time to inspect Good Olde prior to renewing his business license. N. Burkhalter was confused because Public Safety had no motion to proceed with the approval of this business. B. Gritzmaker commented that there had been some talk about this at a meeting he thought N. Burkhalter had missed.

B. Gritzmaker asked Chief Scheidegger what his opinion was on approving a new business license for Good Olde Stuff. Chief Scheidegger said he **does not approve** of issuing a new business license to this business. In the past, there were numerous violations and non-compliance, and he does not see that changing if the business were granted a new license. S. Hazeltine also agreed with Chief Scheidegger that this business should not be granted a new license. B. Gritzmaker and N. Burkhalter will take this back to the committees and council.

**C. Administrative Assistant Reports:**

**JANUARY 2026**

Fire Response: 4, Cancel: 6, MABAS: 2, Lift Assist: 0, MVA: 0, Assist BAEMS: 7, Assist GCEMS: 1  
Assist Orfy: 0, Assist 860: 0, 1st Response: 0

**Total 20 calls**

**3 months in a row, no 1st Response Calls, both ambulances have had crews for calls.**

**D. Life Quest/Fire Recovery:**

**JANUARY 2026**

Claims Submitted: 3 for \$2,427.00

Payments received 1 claim by FRUSA: \$765.00

Payment plans received 0 by FRUSA: \$0.00

Claims Denied: 0

Non-Billable(Other): 0

In Progress: 3

**E. Fire Chief:**

Chief Scheidegger was inquiring about the status of Brodhead Dispatch. He had mentioned an incident with a chimney fire BFD had recently, and was unable to reach Brodhead Dispatch once BFD was paged. Green County responded after no response from Brodhead Dispatch. N.

Burkhalter and B. Gritzmaker were wondering whether it was a radio issue, given its proximity to the county line. Chief Scheidegger stated that he would like the Green County Dispatch to handle

all calls for the Brodhead Fire. Chief Scheidegger is requesting a Kwik Trip Diesel card for Engine 1. Engine 1 requires DEF, and Kwik Trip has DEF-fueled fuel. It would be more convenient to have it done at the time of engine fueling than to fill at Speich and then add DEF when the engine returns to the station.

**9. Old Business:**

**No old business at this time**

**10. New Business :**

**A. Bylaws Review - Position: Special Duty Emergency Responder Discussion/ Possible Action**

**Background Checks Discussion/Possible Action**

**Attendance Requirements Discussion/Possible Action**

**Access to Official District Records Discussion/Possible Action**

Admin. Assistant Osborne presented the above bylaws to the Commissioners. She mentioned that the bylaws have not been reviewed since 2020. She is working with the Brodhead Fire Officers to create an employee handbook for the bylaws and state-recommended SOGs. Once completed, each firefighter will receive a copy and must sign to confirm receipt. Admin. Assistant Osborne asked the Commissioners, with a large portion of the bylaws not being changed, just reviewed, do all 2020 bylaws need to come to the Commissioners once reviewed by the Brodhead Fire Officers? S. Hazeltine noted that bylaws already adopted and just reviewed by the Brodhead Fire Officers with no changes, do not need to come back to the Commissioners; only those that were changed or new bylaws created to meet the DSPS recommendation do.

**Position-Special Duty Emergency Responder** was discussed. Admin Assistant Osborne mentioned this was for members who do not meet the residency requirement but must meet a minimum percentage to remain in good standing with the Brodhead Fire Dist.

**Background Checks** was discussed. Admin. Assistant Osborne mentioned that this was from the state-recommended guidelines and is more thorough than the 2020 bylaw that was in place.

**Attendance requirements were** discussed. This was reviewed by the officers to clarify the expectations for membership in the Brodhead Fire District and the consequences for failing to meet performance targets.

**Access to Official District Records** was discussed. A. Schneider would like the sentence regarding receiving information within 14 days changed to "will receive information in a timely manner." He felt there may be times when you need to wait for an external agency to respond with the information needed to complete the request. Also, to maintain confidentiality, you may need to redact the document to protect those individuals' identities.

After the discussion. N. Burkhalter made a motion to accept the Position-Special Duty Emergency Responder, Background Check, Attendance Requirement, and Access to Official District Records as presented. Seconded by B. Gritzmaker. Motion Carried

**11. Commission Comments or Questions:**

**The Commission may speak on any topic, not on a specific agenda item.**

**12. Discussion/Possible Action on future agenda items and next meeting date and time:**

**Next District Meeting Date: Brodhead Fire Dist. and Brodhead EMS Meeting  
February 7, 2026, at 8:00 AM at the EMS Garage  
Brodhead Fire District Monthly Meeting**

**March 3, 2026, at 5:00 PM**

**13. Motion to adjourn.**

Motion to adjourn at 5:54 PM by N. Burkhalter

Meeting adjourned

Typed by: Administrative Assistant H. Osborne

February 4, 2026, at 8:15 AM