

Brodhead Fire Commission Meeting Minutes

April 7, 2026

5:00 P.M.

Brodhead Fire Station

1. Call to Order:

The meeting was called to order at 5:02 PM

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

Present - S. Hazeltine, B. Gritzmaker, A. Schneider, P. Faessler, B. Moon

Absent - N. Burkhalter

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

A. Schneider made a motion to approve the agenda as presented.

Seconded by P. Faessler

Motion Passed

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

Each citizen is allowed 10 minutes to address the Commission.

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

A. Schneider made a motion to accept the meeting minutes from the March 3, 2026, meeting

Seconded by B. Moon

Motion passed

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

MARCH 2026

Operating Checking Account Balance: **\$180,920.60**

*Fund Balance Money Market **\$65,422.53**

*Supplies & Equipment Money Market: **\$564,172.49**

Total Accounts Balance: **\$810,515.62**

***Fund Balance, Supplies and Equipment are in the same Money Market Account**

Motion to approve the Treasurer's report made by B. Gritzmaker

Seconded by A. Schneider

Motion passed

7. Payments of Bills- Discussion/Possible Action:

Bills Paid after March 3, 2026 Meeting:

AT&T \$42.99, Brodhead Water & Light \$464.02, Capital One \$582.33, Coast to Coast \$170.28

Decatur Dairy \$81.81, EcoWater \$23.50, Lifeline/EMC-Feb. \$153.50, NAPA \$51.46,

Piggly Wiggly \$157.51, Reliant Fire \$3,732.31, Reimb. Peterson \$70.00,

Sentry-Work Comp. \$3,613.00, Sewer-City of Brodhead \$117.03, Spectrum \$13.56

Speich \$220.94, Streamline \$200.00, WE Energies \$1,109.43, Welders Supply \$65.51

Income Received after March 3, 2026 Meeting:

Fire Recovery \$1,096.40, Interest \$20.57

Motion to approve the payment of bills made by B. Gritzmaker

Seconded by B. Moon

Motion Passed

8. Reports of department activities:

A. Firefighters Inc.: Firefighters Inc. would like to schedule a time to take a photo of Firefighters Inc. presenting the Brodhead Fire District with the battery-powered extrication tools they purchased with fundraising money. They have also purchased a new boat, which will be here later this spring or early summer. A. Schneider and S. Hazeltine mentioned taking a picture on Wednesday, April 15, 2026, at BFD practice.

B. Fire Inspector:

The Good Olde Stuff building has been sold, and the owner has 90 days to remove everything from the property.

Fire Inspector has started the 1st round of inspections for 2026.

C. Administrative Assistant Reports:

MARCH 2026

Fire Response: 9, Cancel: 0, MABAS: 3, Lift Assist: 3, MVA: 1, Assist BAEMS: 7, Assist GCEMS: 0
Assist Orfy: 0, Assist 860: 0, 1st Response: 0

Total 23 calls

D. Life Quest/Fire Recovery:

MARCH 2026

Claims Submitted: 3 for \$593.00

Payments received 1 claim by FRUSA: \$131.00

Payment plans received 0 by FRUSA: \$0.00

Claims Denied: 0

Non-Billable(Other): 0

In Progress: 3

E. Fire Chief:

Chief Scheidegger mentioned the issue with W. Gempler Rd in Spring Valley Township. If you go to the right of Scotch Hill Road, it is W. Gempler Road. If you turn left off Scotch Hill Road, it is also W. Gempler for a short distance to the creek once you go over the creek, it turns into Lyons Road in Magnolia Township. Is there a way to change the name of the road going to the left to either Lyons Rd off Scotch Hill, or change the east and west on the section of roads? S. Hazeltine will check into this.

Chief Scheidegger mentioned he would like to use part of last year's fund balance to rehire the company that did BFD hose testing in 2025 for 2026. This will free up several Wednesday nights to do training during the summer. Commissioners agreed to Chief Scheidegger's request to rehire the company to do the hose testing done in 2026.

Chief Scheidegger mentioned he is having the dent in the box of Command fixed at Brodhead Collision. The dented area was starting to rust.

9. Old Business:

No old business at this time

10. New Business:

A. Bylaws Review - 1.6 POSITION: Administrative Assistant - Discussion/Possible Action

Original adopted 7-5-2022

Items added to job position:

#5 Create and maintain a standard filing system and inventory for the fire station.

#7 Complete NERIS reports, submit claims, verify payments, and reports from Fire Recovery Services. Follow up on claims going to collections.

#11 Record all District income and expenses. Pay bills and deposit money as approved by the Brodhead Fire Commission.

#12 Complete, submit, and pick up payroll from the accounting firm.

#13 Coordinated with District Clerks and maintained records for the State of Wisconsin 2% Dues and Maintenance of Effort reporting

#14 Provide documentation for ISO and DSPS audits

#16 Maintain records for the District insurance company, Wisconsin Firefighters Assoc., SWANI Death Benefits, Arch Policy, Federal and State taxes

#22 Maintain files on fire inspections, including enforcement actions, and review and update the business contact information for the inspection company

#28 Training - Structure Burns - Prepare all documentation, including but not limited to DNR paperwork, asbestos testing, and release of the property of the owner

#29 Respond to Brodhead Fire District MABAS box calls to assist Command with incoming units, information, and records for the fire report.

#31 Maintain Employee Handbook and Standard Operating Guidelines for review and updates

Added Under Education and/or Experience: EMR or higher encouraged

1.7 POSITION: Driver/Operator - Discussion/Possible Action

Original adopted: 2020

#10 Removed Pancake Breakfast & Sportsman's night

Certifications, Licenses, and Registrations Required - Updated

1. Must successfully complete the EVOC classroom session and the practical Driving course as required by the Brodhead Fire District

2. Aerial -EVOC, Driver/Operator-Pumper, Driver/Operator-Aerial, Driver Qualification Check Sheet

3. ATV/UTV- EVOC, Driver Qualification Check Sheet

4. Brush Truck -EVOC, Driver Qualification Check Sheet

5. Command Truck- EVOC, Driver Qualification Check Sheet

6. Engine- EVOC, Driver/Operator-pumper, Driver Qualification Check Sheet

7. Squad- EVOC, Driver Qualification Check Sheet

8. Tender-EVOC, Driver Qualification Check Sheet

1.8 POSITION: Emergency Medical Responder - Discussion/Possible Action

New bylaw

4.6 Call Sign-In Eligibility - Discussion/Possible Action

Added: If at work, contact the Chief or the Administrative Assistant by phone not text, to be added to the sheet under work

Motion was made by A. Schneider to accept

1.6 POSITION: Administrative Assistant,

1.7 POSITION: Driver/Operator,

1.8 POSITION: Emergency Medical Responder

4.6 Call Sign-In Eligibility

as presented.

Seconded by P. Faessler

Motion passed

11. Commission Comments or Questions:

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

B. Gritmaker wanted to say thank you for giving him the opportunity to serve on the Brodhead Fire Commission. He appreciated the answers to his questions, as he was new to the fire service.

B. Moon also wants to say thank you for his time on the Brodhead Fire District if he is no longer appointed to the position. He would like to do it if they chose to have him.

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

Next District Meeting Date: Brodhead Fire District Monthly Meeting

May 5, 2026, at 5:00 PM

13. Motion to adjourn.

Motion to adjourn at 5:46 PM by P. Faessler

Meeting adjourned

Typed by: Administrative Assistant H. Osborne
April 8, 2026 7:27 AM