

## Fire Rescue Task Force

February 27, 2014

6:00 p.m.

City Manager Conference Room  
City of Whitewater Municipal Building  
312 W Whitewater Street, Whitewater, Wisconsin

### MINUTES

1. **Call to order and roll call.** Meeting was called to order at 6:30 p.m. by Ken Kidd. The meeting start was delayed to await the arrival of Chief Gregoire who was out on a fire call at 6 p.m. Present: Don Gregoire (Fire Chief), Todd Lindert (Rescue), Ken Kidd (Council), Phil Frawley (Council), Cameron Clapper (City Manager). Absent: Jan Bilgen (Police Commission).
2. **Discussion of details pertaining to the organizational structure including composition of the governing body/board, duties and responsibilities of the fire chief, and duties and responsibilities of the city toward the proposed newly organized department.**

The Task Force addressed the organizational structure as it had been discussed at the previous meeting. The group spent some time reviewing the organizational model as had been discussed previously and clarified the following assumptions.

1. Fire and EMS would be one united department under the new model, not separate organizations or entities.
2. Under the new model (to be proposed), the organization would be a separate incorporated entity such as a non-stock corporation.
3. In order to obtain support from the common council for any changes to the existing organization, a recommendation would need to come from the task force and not just from the membership of the fire department. The recommendation would include a proposed organizational structure for the fire department.
4. The process for selecting/nominating a chief would include/involve all the membership of the department with the advisory board having involvement at the end of the process with the final selection.
5. The process for selecting/nominating fire and EMS officers would involve/include their respective membership with the advisory board having involvement at the end of the process with the final selection.

After reviewing and clarifying the above assumptions, the task force discussed the role of the advisory board. The group identified the following as potential duties/responsibilities for the board.

1. Provide budgetary oversight including the approval of the annual budget that would then be presented to towns and the city.

2. Provide assistance with conflict resolution and/or labor relations including the review and hearing of disciplinary actions (appeals).
3. Establish/Approve benchmarks for the organization based on best practices. Monitor adherence to standards for training and performance.
4. Approve (and assist in negotiating) service contracts for fire department services with towns and the city.
5. Serve as a liaison between the fire department and outside organizations such as the city and/or towns.
6. Succession planning.

Items to discuss at the next, or future, meeting(s) include further discussion of the role of the board, the duties and responsibilities of the fire chief and other officers, and potential services to be provided by the city. It was also suggested that there be discussion of the LOSA insurance program at a future meeting.

3. **Confirmation of next meeting dates:**

March 13, 6:00 p.m.

March 20, 6:00 p.m.

4. **Adjourn.** A motion was made by Don Gregoire, seconded by Phil Frawley to adjourn the meeting. Ayes: Gregoire, Lindert, Kidd, Frawley, Clapper. Noes: None. The meeting was adjourned at 9:15 p.m.