

City of Whitewater  
Fire/EMS Task Force Meeting  
Whitewater Municipal Building 2<sup>nd</sup> Floor  
City Manager Meeting Room  
September 17, 2015

**MINUTES**

1. Call to Order and Roll Call
  - Meeting was called to order by Ken Kidd at 7:10 am.
  - Present: Cameron Clapper, Don Gregoire, Patrick Wellnitz, Jan Bilgen, Ken Kidd Todd Lindert (by telephone), Terry Malone, Wally McDonell, Bob Gabbey, Mike Higgins, and Doug Saubert
2. Status update of by-law changes
  - Fire Department is working on a set of bylaws and has not yet completed them. Patrick Wellnitz suggested that perhaps more attention should be directed to the agreements with townships as the current agreements were set to expire and new agreements needed to be established very soon. Chief Don Gregoire stated that work would continue on the bylaws and that more attention would be directed to the agreements. Task force members expressed willingness to assist in any way possible to aid in the completion of the bylaws. It is important that there be open communication between the task force and the fire department. The two parties should meet together regularly, even monthly from now until March, 2016 to make sure the work of restructuring and defining roles for both continues to move forward.
  - It was expressed by attendees of the meeting outside of the task force that the list of tasks to be completed by the fire department by the March 2016 deadline was lengthy. The list includes a capital plan for the fire department, an equipment replacement plan, the organizational improvements listed in the ESCI report, the bylaws of the organization, and a clear understanding of “who will do what” when it comes to city and fire department personnel.
  - The task force agreed that while the list of tasks to be completed between now and March is lengthy, the fire department need not attempt to complete it alone. It was generally agreed that all task force members could be enlisted to aid in the process.
  - Task force members requested to see the most recent version of the bylaw updates.
3. Discuss issues regarding budget and staffing needs
  - Fire Department leadership will meet with city manager Clapper and finance director, Doug Saubert to discuss the budget and budgetary needs for the department next week. The task force will follow-up on that discussion at the next meeting.
4. Next Meeting
  - The next meeting of the task force will be October 8, 2015 at 7:00 am -8:30 am. The agenda will be a discussion of the budget, a discussion of needed staffing support for the fire department, and a status update on the bylaws.
5. Adjournment
  - Motion by Bilgen to adjourn. Second by Clapper. Motion passed, All-0 at 7:10 am.