

Town of Superior Fire Department
8/25/25
4917 S State Hwy 35 Superior WI 54880
Business Meeting Minutes

1. Call to order:
2. Pledge of Allegiance
3. Roll call
4. Last meeting minutes:
 - a. Corrections or additions to last month's minutes
 - b. Vote to accept minutes: Ashleigh motioned to accept, Brett approved
5. Treasure's Report:
 - a. Beginning Balance: 3,402.67
 - b. Checks and payments cleared: 469.52
 - c. Ending balance: 2,933.15
 - d. Vote to accept treasure's report: motioned by Russ, seconded by Brett
6. Chiefs Report:
 - a. Town will go through insurance company to find out what needs to be done . Drain tile was dug out and leads to field to help drainage.
 - b. Reached out to customer fire to find out status on tanker. No response yet.
 - c. Ronnie turned in pager. Leaving dept due to personal reasons.
 - d. I'm responding is updating. Looking to get everyone in the area coverage to get a discounted cost. They also upgraded features which we ran through.
 - e. Ordered a package of fire suds. EMS vehicle cleaners.
 - f. UTV covered by insurance. If anyone can run it down to Northland wed, get ahold of Eric.
 - g. Engine 2 insurance has been contacted, it's on the agenda for the town to discuss.
 - h. Flag pole is also on the town board agenda.
 - i. 2 plaques for sign for donations tat came in.
 - j. Follow up on Maintenace: if Maintenace becomes a problem getting done, we'll add it to training nights. If you see something that needs to be done, do it.
7. Inspection Officers Report:

- a. Inspections completed and scheduled: Dollar General-good
- 8. Training Officers Report:
 - a. EMS- tonight's training was communications. Next month suggested to do on Oct 28th at 6pm possibly at town hall for a quieter environment as it coincides with fire training. This is the annual CPR renewal.
 - b. Fire- Last tues of the month, work on water pump relay at 4 corners school. Summit and Oakland were invited. This is to help get familiar with each others and our own apparatuses; flush/pump/ and dump.
- 9. Maintenance:
 - a. Schedule/Completion – Alex (Not present)
 - b. Additional – E2 out of service until insurance approval of repairs.
- 10. Fundraisers:
 - a. Meat raffle. We need more fire dept personal to participate. Will revisit monthly if we want to continue to do this fundraiser. Without it, we are limited.
 - b. Eric will have a 1200 donation in sept to be applied towards helping pay for drone training.
- 11. Old Business:
- 12. Call review and debriefing –
 - a. Call requests for July 21
 - i. Fire-1
 - ii. EMS-10
 - iii. MVC – 3
 - iv. WaterEM – 1
 - v. Canceled – 2
 - vi. Alarm- 3
 - vii. No response- 1
 - viii. Town-14
 - ix. Oliver-2
 - x. Parkland-2
 - xi. Oakland -1
 - xii. Summit-2
 - b. Debriefing: Reminder safety gear and equipment are a must. We can not help others if we are injured or our equipment doesn't work.
- 13. New Business
 - a. Fire prevention week in Oct. Need more inventory for school kids. There's a particular booklet requested that discusses evacuation route and the school would be willing to turn it into a homework assignment. Some

other hits with the kids are glow in the dark bracelets, erasers, other little trinkets.

- b. Bylaws changes: presented tentative proposal - [The treasure will be responsible for coordinating a monthly audit of the previous month's business. The monthly audit must be completed no later than the second Wednesday of the month to meet the monthly report requirement that is provided to the Town of Superior town board at their monthly business meeting. An audit sheet should be filled out during auditing that details the following:] It was discussed as a department changing our auditing process from annual town monthly. This will make it more efficient for the department. Motion to go forward with the process to make necessary changes, clean up verbiage as needed and present final decision at future mtg. Eric motion, Ashleigh seconded.
- c. Also in process of setting up protocol of what to do in mid term if a position needs to be filled, as well as having a point person full time per se and a back up in case that person is out of town or unable to do the duties temporarily.
- d. Abigail will share the responsibility of treasure's position as a back up for Amy who will step into the full time position. We thank Abby for all she has contributed this far and welcome Amy to her new role. This change will help navigate the new by law. Motioned by Ashleigh and second by Billy.
- e. Drone project: initial drone officers: Bob Z., Tom K., Jon F., Eric M., Billy B., Darryl F., Brett U. Close to getting the program off the ground. Done insurance has been approved, just waiting to hear when it goes active. Need to get a SOP in place . Brett wrote up a rough draft and would like to sit down with a few people (the initial drone officers, some dept officers, and members of the dept) to revise the wording and clean it up.

14. Other items as permitted by law

- a. New applicant CJ Mavis. New to the area from Poplar. Moved to the city of Superior. 18 years of fire and Ems experience. Was with the city of Altoona Fire Department for 15 of those years. They had 1200-1500 calls per year and when he left the dept he was assistant chief. Was an CBT fire and EMS instructor.
- b. Brett presented Eric with a plaque to thank him for his services with TSFD. Eric has recently moved and will remain as a support fire fighter

and help when he can. His dedication and commitment to the fire dept has been exemplary.

Ajourned