

Monday March 24th, 2025

Meeting called to order by Jena Paquette at 4:45 p.m.

Members present on roll call: Jena Paquette, Gary Johnson, Len Manning.

Others Present: Jim Duncan, Jessy Mattocks, Jamey Flaherty, Tom Mabry.

Public comments: Jessy Mattocks was in attendance. Jessy Mattocks commented the Village Board is doing pretty good at monitoring funds for the Balsam Lake Fire Department. Jessy Mattocks commented he thought the Balsam Lake Fire Department recently passed their 2% audit. Jessy Mattocks noted increased participation from department members at trainings and on fire calls.

To consider and possibly act to approve meeting agenda. **Motion by Len Manning to approve the meeting agenda as presented. Second by Gary Johnson. All in Favor. Carried.**

Discussion and possible action regarding update on Milltown Fire Association. Gary Johnson stated the committee received an email from the Milltown Area Fire Association that they wish to move forward with discussions on allowing the Balsam Lake Fire Department to join the Association. The next meeting will take place on April 30th with two representatives from each municipality attending. It was also noted that March 31st, there will be an officer meeting at the Milltown Fire Hall.

Discussion and possible action on Fire Department Spending limits. Resolution 2024-03 states the Fire Department Chief can approve and authorize purchases up to \$2,000.00, The Village president may approve purchases up to \$5,000.00, appropriate committees can approve purchases of \$2,000.00 to \$5,000.00 and purchases over \$5,000.00 are subject to Village Board approval.

Discussion and possible action on the usage of Fire Department fundraising account credit card. Gary Johnson stated, there is a credit card for the Balsam Lake Fire Department in Mark Andersons name. Tom Mabry asked if the Fire Department needs a credit card if they have a debit card for their Fundraising Account. **Motion by Gary Johnson to remove Mark Anderson from the Fire Department Credit Card and to allow Tom Mabry to have a Fire Department Credit Card with a spending limit of \$2,000.00 and to allow the Balsam Lake Fire Department to have a debit card for their fundraising account with a spending limit of \$1,000.00 per day. Second by Len Manning. All in Favor. Carried.**

Discussion and possible action of Fire Department fundraising account signature authorities. **Motion by Len Manning to update the Fire Department Fundraising account signature authority to Gary Hines and to have Gary Hines meet with James Duncan Jr and the Village Clerk on Friday March 28th at 11:00 a.m. in the clerk's office to sign the updated paperwork. Second by Gary Johnson. All in Favor. Carried.**

General Fire Department update. Gary Johnson reports for the Month of March there has been 11 Fire Calls and 21 Rescue Runs. Gary Johnson also reports the Fire Department passed their 2% audit. Gary Johnson stated he spoke with John Sorensen and the association has all the paperwork they need from the clerk's office to work through discussion on adding BLFD to the Association. Gary Johnson stated, Rick Somerfield stated for records management, the Fire Department shall keep 7 years of vehicle insurance and financial information and shall keep all employee records and vehicle inspection information forever (unless the vehicle or equipment

is sold). Jena Paquette would like the guidelines of the Balsam Lake Volunteer Fire Department that were approved in 2012 to be emailed to the Fire Department General email. Gary Johnson stated, Tom Mabry would like the oath of office emailed to the Fire Department general email account. Tom Mabry expressed interest on having a closed session on the next Public Protection Committee Meeting regarding the Fire Department Fundraising Account- Financial State Statutes requested.

Motion by Gary Johnson to adjourn. Seconded by Len Manning. All in Favor. Carried. 5:09 p.m.

Unapproved Minutes

Amy VanDeBrake, Clerk Treasurer
Anna Ball, Deputy Clerk Treasurer