

**VILLAGE OF KIMBERLY FIRE COMMISSION**  
**QUARTERLY MEETING MINUTES**  
**March 18th, 2024**

**I. Call to Order**

A. Open meeting was called to order at 6:00pm by Rick Weyenberg.

**II. Roll Call**

Rick Weyenberg	Jolene Van Thiel	Ken Schultz	Fire Chief Jim Hietpas
Courtney Huss	Josh Young	EMR Director Terri Smith	

**III. Approve Meeting Minutes**

A. Meeting minutes were read from the December meeting - Josh motioned to approve, Jolene second; all approved

**IV. Call Review**

- A. Chief Jim Hietpas and Director Terri Smith provided the board with service calls for the past quarter for both Fire and EMR.
- B. Fire: 21 calls to date
- C. EMR: 138 calls to date - only 5 with no response (4 during the day)

**V. Department Updates**

A. EMR:

- 1. Stephanie Cavanaugh & Cory Hupf both passed their national exam and started responding to calls full time.
- 2. Current fire personnel, Chris Kuna, started taking EMR classes.
- 3. Chief Jim Hietpas reviewed EMR mile radius and determined it's the same 15 mile radius for both fire and EMR.

B. FIRE:

- 1. Chief Jim Hietpas verified auto aid with Village of Little Chute.
- 2. City of Appleton requested to have Kimberly respond to all structure fire calls due to short staffed and ISO - waiting for lawyer to sign approval.
- 3. Chris Kuna was appointed as new fire inspector - replaces Bob Van Thiel. He has been seeing up inspections in Image Trend which will transition records to electronic, making data more readily available and make reinspection documenting more streamlined. So far businesses have been responding well to the change.
- 4. Nice weather allowed for burning ponds (Sunset Park, Memorial Park & Cedars West) - no issues arose.
- 5. Started to work on hose testing. Used new hose test machine and working through the set up with the new tester that was jointly purchased with Combined Locks & Buchanan fire departments.

**VI. Fire Commission Updates**

- A. Chief Jim Hietpas passed out new handbooks.
- B. Due to staffing changes within the Village, verified meeting minutes and agendas should be submitted to Erica Ziegert.

**VII. Closed Session**

Move into Closed Session per WI State Statute 19.85(1)(c) to consider employment, promotion, compensation, or performance evaluation data of any public employee over which the government body has jurisdiction or exercises responsibility.

- A. Motion to move into closed session at 6:46pm by Rick Weyenberg
- B. Interviews were held for EMS (1), EMS/Fire (1) and Fire (1) - 2 no shows.
  - 1. Jolene Van Thiel motioned to hire Angela Tripp, Courtney Huss second - all approved.
- C. Motion to reconvene into open session at 7:04pm by Ken Schultz, second by Josh Young.

**VIII. Adjourn**

- A. Motion to adjourn meeting at 7:05pm by Ken Schultz, second Jolene Van Thiel - all approved.