

***LODI AREA FIRE DISTRICT
FIRE COMMISSION AGENDA***

MEETING DATE & TIME: Wednesday, March 11th 2020 at 5:00 PM

MEETING LOCATION: Lodi Fire Station, 115 N. Main St. Lodi, WI 53555

PLEASE TAKE NOTICE, the Lodi Area Fire Commission will hold its monthly meeting at the date, time and meeting location stated above. Members of and possibly a quorum of the governing bodies of the City of Lodi, Town of Lodi and the Town of West Point may be in attendance for the purpose of gathering information. No action will be taken on anything other than items specifically referred to in this notice.

AGENDA

1. CALL MEETING TO ORDER

5:00 Doug Nelson

2. ROLL CALL

Members Present: James Brooks, Doug Nelson, Matt Davies, Matt Zeman, Paige Heckel, Nick Cable
Bookkeeper: Jay Gawlikoski

3. CITIZEN INPUT *

None here

DISCUSSION, REVIEW AND POSSIBLE ACTION ON THE FOLLOWING AGENDA ITEMS:

4. SECRETARY

A. MEETING MINUTES:

1. Wednesday, January 8th, 2020
2. Thursday, January 16th, 2020
3. Wednesday, February 12th,

Brooks/cable motion to approve minutes M/C 6-0

5. TREASURER:

- A. Payment of bills
- B. Financial reports

***LODI AREA FIRE DISTRICT
FIRE COMMISSION AGENDA***

**Lodi Area Fire Department
Disbursements Summary
for Fire Commission Authorization**

Jan 09 - Mar 11, 2020

Count	Type	Begin #	End #	Amount
8	Electronic Payments	EP0033	EP0040	\$1,200.34
21	Checks - Associated Bank	5903	5923	\$24,073.64
2	KMA Paychecks - Associated Bank	100187	100188	\$2,139.64
31	Disbursements Totaling:			\$27,413.62

LODI AREA FIRE DISTRICT FIRE COMMISSION AGENDA

3:12 PM
03/11/20

Lodi Area Fire Department Check Detail January 9 through March 11, 2020

Type	Num	Date	Name	Account	Memo	Paid Amount
Check	EP0033	01/28/2020	Lodi Utilities	10001 - Checking Account	Acct #: 10853-00 & 10854-00	
				61021 · Utilities - Electric	10853-00: 12/02/2019 - 01/02/2020	-255.72
				61023 · Utilities - Water & Sewer	10853-00: 12/02/2019 - 01/02/2020	-74.97
				61023 · Utilities - Water & Sewer	10854-00: 12/02/2019 - 01/02/2020	-33.50
TOTAL						-364.19
Check	EP0034	01/15/2020	Associated Bank N.A.	10001 - Checking Account		
				65001 · Bank & Finance Service Cha...	Service Fee - 12/2019	-3.00
TOTAL						-3.00
Check	EP0035	02/05/2020	KMA Bodilly - FICA Taxes	10001 - Checking Account		
				66013 · FICA Payroll Taxes	Payroll FICA Taxes - Jan (KMA Paycheck #100187) - ...	-186.10
TOTAL						-186.10
Check	EP0036	02/05/2020	KMA Bodilly - Payroll Service	10001 - Checking Account		
				66012 · Payroll Processing Expense	Payroll Processing - Jan (Bobby Annen)	-54.00
TOTAL						-54.00
Check	EP0037	02/15/2020	Associated Bank N.A.	10001 - Checking Account		
				65001 · Bank & Finance Service Cha...	Service Fee - 01/2020	-3.00
TOTAL						-3.00
Check	EP0038	02/27/2020	Lodi Utilities	10001 - Checking Account	Acct #: 10853-00 & 10854-00	
				61021 · Utilities - Electric	10853-00: 01/02/2020 - 02/03/2020	-241.48
				61023 · Utilities - Water & Sewer	10853-00: 01/02/2020 - 02/03/2020	-74.97
				61023 · Utilities - Water & Sewer	10854-00: 01/02/2020 - 02/03/2020	-33.50
TOTAL						-349.95
Check	EP0039	03/05/2020	KMA Bodilly - FICA Taxes	10001 - Checking Account		
				66013 · FICA Payroll Taxes	Payroll FICA Taxes - Feb (KMA Paycheck #100188) - ...	-186.10

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Lodi Area Fire Department Check Detail January 9 through March 11, 2020

Type	Num	Date	Name	Account	Memo	Paid Amount
TOTAL						-186.10
Check	EP0040	03/05/2020	KMA Bodilly - Payroll Service	10001 - Checking Account		
				66012 - Payroll Processing Expense	Payroll Processing - Feb (Bobby Annen)	-54.00
TOTAL						-54.00
Check	5903	03/10/2020	Spectrum (Charter Communi...	10001 - Checking Account	Acct #: 8245 11 775 0000929	
				61012 - Station - Internet	01/16/2020 - 02/15/2020	-74.99
				61013 - Station - Telephone	01/16/2020 - 02/15/2020	-31.27
				61011 - Station - Cable Television	01/16/2020 - 02/15/2020	-65.99
				61012 - Station - Internet	02/16/2020 - 03/15/2020	-74.99
				61013 - Station - Telephone	02/16/2020 - 03/15/2020	-31.27
				61011 - Station - Cable Television	02/16/2020 - 03/15/2020	-65.99
TOTAL						-344.50
Check	5904	03/10/2020	City of Lodi - Fuel	10001 - Checking Account	Customer ID: 32	
				63001 - Vehicle Fuel	015849: Diesel - December	-206.20
				63001 - Vehicle Fuel	015908: Diesel - January	-232.32
TOTAL						-438.52
Check	5905	03/10/2020	Columbia County Fire Protec...	10001 - Checking Account		
				65003 - Dues & Subscriptions	Annual Dues	-20.00
TOTAL						-20.00
Check	5906	03/10/2020	Conway Shield	10001 - Checking Account	Customer #: 00-0002886	
				62002 - Personal Protection Equipm...	0452778-IN: (3) Globe Reaction Jacket (Size 32 M)	-3,495.00
				62002 - Personal Protection Equipm...	0452778-IN: (3) Globe Reaction Trouser (Medium)	-2,670.00
				62002 - Personal Protection Equipm...	0452778-IN: (30) 3" Schotchlite Lime Yellow Letters	-83.10
TOTAL						-6,248.10
Check	5907	03/10/2020	Eagle Engraving, Inc	10001 - Checking Account		
				60001 - 2% Dues - Equipment Purch...	2020-1083: (14) MABAS Tags & (1) Sign	-39.30

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Lodi Area Fire Department Check Detail January 9 through March 11, 2020

Type	Num	Date	Name	Account	Memo	Paid Amount
TOTAL						-39.30
Check	5908	03/10/2020	Emergency Apparatus Mainte...	10001 - Checking Account		
				63005 - Vehicle Repair & Maintenance	109844: Unit E10 (Repair driver side rear step air leak, ...	-1,975.56
				63005 - Vehicle Repair & Maintenance	109858: Unit E12 (Replace rear inlet clippard air switch)	-241.31
				63005 - Vehicle Repair & Maintenance	109959: Unit S13 (Replace thermostat)	-997.21
				63005 - Vehicle Repair & Maintenance	110005: Unit E12 (Foam pump is leaking)	-2,854.26
TOTAL						-6,068.34
Check	5909	03/10/2020	Hastings Air-Energy Control, ...	10001 - Checking Account		
				61002 - Building - Repair & Maintena...	I81789: PM on 7 drops, replaced broken connectors & ...	-1,736.85
TOTAL						-1,736.85
Check	5910	03/10/2020	Hermanson, William	10001 - Checking Account		
				60001 - 2% Dues - Equipment Purch...	5 Alarm Fire & Safety 194315-1: CMC swivel pulley	-110.36
TOTAL						-110.36
Check	5911	03/10/2020	HM Repairs & Services	10001 - Checking Account		
				63005 - Vehicle Repair & Maintenance	7471: Unit S13 (Exhaust leak repair)	-967.03
TOTAL						-967.03
Check	5912	03/10/2020	Jefferson Fire & Safety	10001 - Checking Account	Customer ID: 03164	
				63003 - Vehicle Equipment Repair & ...	IN114179: (3) 5 gallon pails FSP Fireade 2000 A/B Foam	-360.00
				63003 - Vehicle Equipment Repair & ...	IN114563: Scott Supercell Battery Elite XRHR	-205.98
				63003 - Vehicle Equipment Repair & ...	IN115449: Fire extinguisher annual maintenance (7 dry...	-75.10
TOTAL						-641.08
Check	5913	03/10/2020	Koltes Lumber Company	10001 - Checking Account	Account #: 923221	
				61002 - Building - Repair & Maintena...	A395028: Liquid hand soap, mouse traps, mouse statio...	-22.15
				61002 - Building - Repair & Maintena...	A395458: Toilet bowl cleaner, dish soap, Spic & Span	-10.05
				61002 - Building - Repair & Maintena...	B548775: Mouse station refills, fasteners	-24.24
				61002 - Building - Repair & Maintena...	B549592: Circuit breaker, water softener salt	-62.15
				61002 - Building - Repair & Maintena...	B553469: 2-pk AAA batteries, screwdriver	-14.78

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Lodi Area Fire Department Check Detail January 9 through March 11, 2020

Type	Num	Date	Name	Account	Memo	Paid Amount
				61002 · Building - Repair & Maintena...	B554165: Electrical connector	-6.99
				61002 · Building - Repair & Maintena...	B555453: 2-pk AAA recharge batteries	-9.99
				61002 · Building - Repair & Maintena...	A397078: MN21 12v Secure battery	-3.49
				65001 · Bank & Finance Service Cha...	Finance Charge - Jan 2020	-2.37
				65001 · Bank & Finance Service Cha...	Finance Charge - Feb 2020	-2.44
TOTAL						-158.65
Check	5914	03/10/2020	Kwik Trip, Inc	10001 - Checking Account	Account #12996	
				63001 · Vehicle Fuel	5833790: Gasoline	-24.92
TOTAL						-24.92
Check	5915	03/10/2020	Lehr, John	10001 - Checking Account		
				66007 · Firefighter Appreciation	Volunteer Check #5326: Reimburse Holiday Party Sup...	-292.72
TOTAL						-292.72
Check	5916	03/10/2020	Lodi Sausage Co.	10001 - Checking Account		
				66007 · Firefighter Appreciation	01/11/2020: (2) large Cheese & Sausage trays	-78.00
				66007 · Firefighter Appreciation	01/11/2020: (45 lbs) Prime Rib	-607.29
				66007 · Firefighter Appreciation	01/11/2020: (6) Chickens Quartered	-46.29
TOTAL						-731.58
Check	5917	03/10/2020	Madison Gas & Electric	10001 - Checking Account	Acct #: 10289510	
				61022 · Utilities - Natural Gas	Budget Plan - Amount Due 02/14/2020	-127.00
				65001 · Bank & Finance Service Cha...	Finance Charge - 02/14/2020	-1.27
				61022 · Utilities - Natural Gas	Budget Plan - Amount Due 03/16/2020	-127.00
TOTAL						-255.27
Check	5918	03/10/2020	Motorola Solutions, Inc	10001 - Checking Account	Acct #: 1011972800	
				62004 · Pagers & Radios	8280916393: (1) Microphone, Impres RSM Delta-T	-91.25
				62004 · Pagers & Radios	8280916393: (1) Charger, single unit, Impres 2	-120.45
				60001 · 2% Dues - Equipment Purch...	8280917491: (1) APX6000 VHF MHZ Model 2.5 Portab...	-2,208.98
				60001 · 2% Dues - Equipment Purch...	8280917491: (1) Alt Battery, Impres 2 LiION	-98.55
				60001 · 2% Dues - Equipment Purch...	8280917491: 3-yr Essential Service Plan (02/22/2020 -...	-110.00
				60001 · 2% Dues - Equipment Purch...	8280917491: ENH - LI Digital Conventional	-474.50

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Lodi Area Fire Department Check Detail January 9 through March 11, 2020

Type	Num	Date	Name	Account	Memo	Paid Amount
TOTAL						-3,103.73
Check	5919	03/10/2020	Quamme, Elijah L	10001 - Checking Account		
				66006 - Wages - Firefighters	2018 Points Check (Replaces lost & voided check #10...	-1,422.39
TOTAL						-1,422.39
Check	5920	03/10/2020	Reisner, Michael A	10001 - Checking Account		
				60004 - 2% Dues - Training	Volunteer Check #5327: Reimburse 2020 Textbooks	-603.89
TOTAL						-603.89
Check	5921	03/10/2020	Schilling Supply Company	10001 - Checking Account	Customer #: 23213	
				61002 - Building - Repair & Maintena...	757937-00: (3) cases Roll Towel White Tork (Premium ...	-175.29
TOTAL						-175.29
Check	5922	03/10/2020	Waddle Inn	10001 - Checking Account		
				66007 - Firefighter Appreciation	288122: Drinks, 20% gratuity, waived sodas for 1/11/20...	-496.00
TOTAL						-496.00
Check	5923	03/10/2020	US Cellular	10001 - Checking Account	Acct #: 851380533	
				62001 - Cell Phones & I-Pads	0354405364: Phone service 01/26/20 - 02/25/20	-195.12
TOTAL						-195.12
Check	100187	02/06/2020	Annen, Robert W	10001 - Checking Account		
				66002 - Wages - Fire Chief	Pay Period: 01/01/20 - 01/31/20	-1,069.82
TOTAL						-1,069.82
Check	100188	03/06/2020	Annen, Robert W	10001 - Checking Account		
				66002 - Wages - Fire Chief	Pay Period: 02/01/20 - 02/29/20	-1,069.82
TOTAL						-1,069.82

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Lodi Area Fire Department Deposit Detail January 9 through March 11, 2020

Type	Num	Date	Name	Account	Memo	Amount
Deposit		01/31/2020		10002 · Money Market Account	Interest	0.74
				43001 · Interest Revenue	Interest	-0.74
TOTAL						-0.74
Deposit		03/02/2020		10001 · Checking Account	Deposit	850.00
			City of Lodi	42001 · Fire Runs - City of Lodi	CL-2020-01: Fire Run #04 - Vehicle Fire	-425.00
			City of Lodi	42001 · Fire Runs - City of Lodi	CL-2020-01: Fire Run #06 - Gasoline Leak	-425.00
TOTAL						-850.00
Deposit		03/11/2020		10001 · Checking Account	Deposit	1,700.00
			Town of Lodi	42002 · Fire Runs - Town of Lodi	TL-2020-01: Fire Run #05 - CO Alarm Activation	-425.00
			Town of Lodi	42002 · Fire Runs - Town of Lodi	TL-2020-01: Fire Run #07 - Vehicle Fire	-425.00
			Town of Lodi	42002 · Fire Runs - Town of Lodi	TL-2020-01: Fire Run #09 - Motor Vehicle Accident	-425.00
			Town of West Point	42003 · Fire Runs - Town of West P...	WP-2020-01: Fire Run #03 - Structure Fire	-425.00
TOTAL						-1,700.00

**LODI AREA FIRE DISTRICT
FIRE COMMISSION AGENDA**

**Lodi Area Fire Department
Bank Accounts & Fund Balances Summary
February 29, 2020**

Bank Accounts					
	Begin Month	Plus Deposits	Less Withdrawals	End Month	Interest Rate
<u>Associated Bank</u>					
General Checking	151,742.73	-	(1,662.87)	150,079.86	-
Money Market	10,913.13	-	-	10,913.13	0.09%
<u>Associated Bank - Volunteer Crew Funds</u>					
Money Market	1,001.83	-	-	1,001.83	0.09%
Totals	163,657.69	-	(1,662.87)	161,994.82	

Fund Balances					
	2013 Actual	2014 Actual	2015 Actual	2016 Actual	Cumulative Totals
<u>Equipment Funds - Received from</u>					
City of Lodi	18,680.00	18,680.00	18,680.00	-	56,040.00
Town of Lodi	18,680.00	18,680.00	18,680.00	18,680.00	74,720.00
Town of West Point	9,340.00	9,340.00	9,340.00	9,340.00	37,360.00
<u>Equipment Funds (Received) Total</u>	46,700.00	46,700.00	46,700.00	28,020.00	168,120.00
Fund Created in 2013; City of Lodi Paid 2013-2015; Towns Paid 2013-2016; Fund Discontinued in 2017					

LODI AREA FIRE DISTRICT FIRE COMMISSION AGENDA

Lodi Area Fire Department 2020 Revenues & Expenses March 11, 2020

Acct #	REVENUES Account	Mar 1-11 2020	February 2020	Year to Date	Budget 2020	Budget Available	Budget % Used	Year % Done
	ASSESSMENT REVENUES:							
	Assessment - City of Lodi			0	38,321	38,321	%	19%
	Assessment - Town of Lodi			0	55,343	55,343	%	19%
	Assessment - Town of West Point			0	20,111	20,111	%	19%
	Total: Assessment Revenues	0	0	0	113,775	113,775	%	19%
	INTERGOVERNMENTAL REVENUES:							
	2% Fire Dues			0	32,000	32,000	%	19%
	Total: Intergovernmental Revenues	0	0	0	32,000	32,000	%	19%
	OPERATIONAL REVENUES:							
	Fire Runs - City of Lodi	850		1,675	11,050	9,375	15%	19%
	Fire Runs - Town of Lodi	1,275		2,975	17,850	14,875	17%	19%
	Fire Runs - Town of West Point	425		850	5,950	5,100	14%	19%
	Fire Runs - From Others (DNR)			0	0	0	#DIV/0!	19%
	Total: Operational Revenues	2,550	0	5,500	34,850	29,350	16%	19%
	NON-OPERATIONAL REVENUES:							
	Interest Revenue			1	10	9	7%	19%
	Grant Revenue			0	0	0	#DIV/0!	19%
	Miscellaneous Revenue			0	448	448	%	19%
	Total: Non-Operational Revenues	0	0	1	458	457	%	19%
	TRANSFER IN:							
	Transfer In			0	0	0	#DIV/0!	19%
	Total: Transfer In Revenue	0	0	0	0	0	#DIV/0!	19%
	Total Revenues	2,550	0	5,501	181,083	175,582	3%	19%

Acct #	EXPENSES Account	Mar 1-11 2020	February 2020	Year to Date	Budget 2020	Budget Available	Budget % Used	Year % Done
	2% FIRE DUES EXPENSES:							
	2% Fire Dues - Equipment Purchases	3,042		3,906	13,835	9,929	28%	19%
	2% Fire Dues - Fire Inspection			3,255	7,800	4,545	42%	19%
	2% Fire Dues - Fire Prevention			0	1,800	1,800	%	19%
	2% Fire Dues - Training	604		604	7,200	6,596	8%	19%
	Total: 2% Fire Dues Expenses	3,646	0	7,765	30,635	22,870	25%	19%
	BUILDING EXPENSES:							
	Building - General Supplies			0	0	0	#DIV/0!	19%
	Building - Repair & Maintenance	2,066		2,066	7,469	5,403	28%	19%
	Building - Improvements			0	0	0	#DIV/0!	19%
	Building - Contingency Fund			0	0	0	#DIV/0!	19%
	Building - Storage Unit Rental			0	0	0	#DIV/0!	19%
	Station - Cable Television	132		198	810	612	24%	19%
	Station - Internet	150		225	805	580	28%	19%
	Station - Telephone	63		94	385	291	24%	19%
	Utilities - Electric		241	497	3,330	2,833	15%	19%
	Utilities - Natural Gas	254		263	2,500	2,237	11%	19%
	Utilities - Water & Sewer		108	217	1,170	953	19%	19%
	Total: Building Expenses	2,664	350	3,560	16,469	12,909	22%	19%
	EQUIPMENT EXPENSES:							
	Cell Phones & I-Pads	195		401	2,400	1,999	17%	19%
	Personal Protection Equipment	6,248		6,248	13,370	7,122	47%	19%
	Equipment Repair & Maintenance			0	0	0	#DIV/0!	19%
	Pagers & Radios	212		212	300	88	71%	19%
	Total: Equipment Expenses	6,655	0	6,860	16,070	9,210	43%	19%

***LODI AREA FIRE DISTRICT
FIRE COMMISSION AGENDA***

LODI AREA FIRE DISTRICT FIRE COMMISSION AGENDA

Acct #	EXPENSES Account	Mar 1-11 2020	February 2020	Year to Date	Budget 2020	Budget Available	Budget % Used	Year % Done
	VEHICLE EXPENSES:							
	Vehicle Fuel	463		463	4,000	3,537	12%	19%
	Vehicle Equipment			0	0	0	#DIV/0!	19%
	Vehicle Equipment Repair & Maintenance	641		912	7,548	6,636	12%	19%
	Vehicle Radios & Communications			0	3,200	3,200	%	19%
	Vehicle Repair & Maintenance	7,035		7,035	17,100	10,065	41%	19%
	Vehicle Replacement Fund			0	0	0	#DIV/0!	19%
	Total: Vehicle Expenses	8,140	0	8,411	31,848	23,437	26%	19%
	GENERAL OPERATIONS EXPENSES:							
	Bank Service Charges	6	3	12	0	(12)	#DIV/0!	19%
	Disposable Supplies			0	0	0	#DIV/0!	19%
	Dues & Subscriptions	20		20	0	(20)	#DIV/0!	19%
	Finance Administration			0	1,500	1,500	%	19%
	2020 Audit (piggybacked with City of Lodi?)			0	1,800	1,800	%	19%
	Insurance - Building, Vehicle, Equip & Gen Liability			0	15,500	15,500	%	19%
	Miscellaneous Expense			0	0	0	#DIV/0!	19%
	Office Supplies & Expense			0	2,000	2,000	%	19%
	Safety Program			0	250	250	%	19%
	Software Expense			0	0	0	#DIV/0!	19%
	Technical Rescue			0	750	750	%	19%
	Total: General Operations Expenses	26	3	32	21,800	21,768	%	19%
	PERSONNEL EXPENSES:							
	Fire Commission Stipends			0	1,300	1,300	%	19%
	Wages - Fire Chief	1,070	1,070	3,209	14,000	10,791	23%	19%
	Wages - Assistant Fire Chiefs (2)			0	3,800	3,800	%	19%
	Wages - Captains (4)			0	4,000	4,000	%	19%
	Wages - Secretary/Treasurer			0	600	0	%	19%
	Wages - Firefighters	1,422		1,422	32,400	30,978	4%	19%
	Firefighter Appreciation	1,520		1,686	1,800	114	94%	19%
	Contribution to Crew Funds (Meals)			0	0	0	#DIV/0!	19%
	Insurance - Disability			0	0	0	#DIV/0!	19%
	Insurance - Workers Compensation			0	0	0	#DIV/0!	19%
	Medical Expense			0	400	400	%	19%
	Payroll Processing Fees	54	54	335	0	(335)	#DIV/0!	19%
	Payroll Taxes (FICA)	186	186	558	4,060	3,502	14%	19%
	Unemployment Compensation Tax			0	1,000	1,000	%	19%
	Uniform Expense			0	1,500	1,500	%	19%
	Total: Personnel Expenses	4,253	1,310	7,211	64,860	57,049	11%	19%
	TRANSFER OUT:							
	Transfer Out			0	0	0	#DIV/0!	19%
	Total: Other Financing Uses Expenditures	0	0	0	0	0	#DIV/0!	19%
	Total Expenses	25,384	1,663	33,840	181,682	147,242	19%	19%

Acct #	NON-OPERATING BUDGET EXPENSES Account	Mar 1-11 2020	February 2020	Year to Date	Budget 2020	Budget Available	Budget % Used	Year % Done
	CAPITAL EXPENDITURES:							
				0	0	0	#DIV/0!	19%
				0	0	0	#DIV/0!	19%
				0	0	0	#DIV/0!	19%
	Total: Capital Expenditures	0	0	0	0	0	#DIV/0!	19%
	Total Non-Operating Budget Expenses	0	0	0	0	0	#DIV/0!	19%

**LODI AREA FIRE DISTRICT
FIRE COMMISSION AGENDA**

Matt – is there anything that stands out. Jay - Have not taken over the payroll yet but I'm working on it. The accounts are all transferred over.

Chief Annen - The hasting air system needed maintenance to be done, that cost \$1700.00 only to have one of the vents fall apart last night. Brooks - could that be there fault. Not sure. I will be checking on it.

Davis/Heckel motion to pay bills for January 9 to March 11, 2020. M/C 6-0

6. ENGINE 10

We will be meeting next Monday regarding a new truck. I will present more information next month when I have more data.

7. FIRE CHIEF REPORT

8. OTHER QUESTIONS FROM COMMISSION MEMBERS **

9. FUTURE AGENDA ITEMS

10. ADJOURN

Paige/Davies motion to adjourn 5:24 M/C 6-0

*Agenda Prepared by:
Town of Lodi Supervisor I
Lodi Fire Commission Secretary
James P. Brooks*

The Fire Commission welcomes public input on any agenda or non-agenda topic but will not discuss or take action on any topic that is not on the agenda. The Fire Commission reserves the right to limit the duration of citizen statements and will not engage in debate with a citizen presenter. At the sole discretion of the Commission Chair, a citizen or a member of the Fire Department may be recognized for a brief statement during discussion on an agenda topic. Fire Department members who wish to speak on an agenda topic should speak with the Fire Chief in advance and must be called upon by the Fire Chief. The Fire Commission Chair may or may not decide to recognize a member of the Fire Department who has been called upon by the Fire Chief. To designate the item(s) on the agenda this paragraph speaks of is designated by the following mark *. If action is needed it will be placed on a future agenda for discussion and possible action.

No action by the Fire Commission can be taken on any issue or question brought up with the following designated mark ** on the agenda. If action is needed it will be placed on a future agenda for discussion and possible action.