

# Edgerton Fire Protection District Monthly Meeting Minutes

July 10, 2025

1. President John Sherman called meeting to order on Thursday, July 10, 2025 at 6:00 p.m.
2. Roll Call: John Sherman, John Dohner, Larry Beck, Theresa Boston (for Dave Kyle), Scott Farrington, Ryan Nelson, Jeff Klenz, Brian Meyers, Rob Mawhinney, and Candy Davis.

Absent: Eric Stockman

Also present: Al Sweeney, Jim Burdick, Donna Skau, Doug Kenney, Beth Drew, Paul Hensch, Tim Tollefson, Chief Pickering, DC Whitmore and several others.

3. Davis reported meeting agenda was posted on Tuesday, July 8, 2025 at Edgerton Piggly Wiggly, City of Milton Town Hall, Town of Milton Town Hall, City of Edgerton, Fire District Headquarters and the Edgerton Reporter.
4. Dohner motioned to rearrange agenda to move 11 c (discussion on Bond Counsel) to 11 a (under Fire Stations Projects). Klenz motioned to approve the rearrangement, was seconded by Beck, all in favor; carried.
5. There were no public appearances
6. Beck motioned to approve minutes of May 22, 2025 monthly board meeting, was seconded by Klenz, all in favor; carried.
7. Chief Pickering introduced the seven 2025 new first-year interns.
8. Treasurer Report
  - a. Update on Audits
    - Discussion of Auditor's recommendation to change how we record revenue and write-offs: Chief Pickering provided the 2021 and 2022 audits. Lucida is still working on 2023 audit. Chief is asking Board members to review each audit and action will be taken at the August Board meeting.
  - b. 2<sup>nd</sup> Half/3<sup>rd</sup> Quarter Levy/Debt Service/Enhancements invoices will be going out next week: Chief Pickering reported the invoices will be mailed out next week.
  - c. Review, discussion and possible action on impact of report quality initiative: Chief Pickering handed out a 2025 Report Quality Initiative, reporting that one of the focuses for 2025 was report quality. Based on the handout, the District has improved Collections, Outstanding AR, EMS Revenue and Recovery per Incident. Chief is proposing to incent staff that if we can maintain the 70% for 70% plus rate for the next 3 months, by giving staff a bonus. Chief would like Board to think about this and have a discussion and take action, if applicable, at the next month's meeting.

- d. Discussion and possible approval of paying off 2024 year-end loan: Chief Pickering reminded the Board that we took out a loan to carry us through 2024 until we received the billing revenue in 2025. Chief feels we will have enough to pay off that loan, assuming our revenue income will continue. Chief is asking the Board to authorize President Sherman and Secretary/Treasurer Davis to pay off the loan if the income stays as strong as it is. Balance is \$128,000 (at 5.5%).

Dohner motioned to approve paying 2024 year-end loan if our revenue continues to cover it. Motion was seconded by Boston and passed on an unanimously roll call.

## 9. Old Business

- a. Discussion and possible action on proposed new POC/POC+, POP/POP+, Part-Time, and Part-Time + Job Descriptions and updated Minimum Requirements.: Chief Pickering handed out the document with respect to the above positions.

After Board discussion, Meyer motion to approve the new job descriptions and updated minimum requirements. Motion was seconded by Klenz, all in favor; carried.

## 10. New Business

- a. Discussion and possible approval of upgrading Bookkeeper position to full-time: Chief Pickering is asking for approval of upgrading the Bookkeeper position to full-time. Beck motioned to upgrade the position full-time, was seconded by Boston, all in favor; carried.
- b. Review, discussion and approval of Personal Property and PPE Policy # 2902-5: Chief Pickering handed out the Policy regarding personal property and PPE for discussion.

After discussion, Beck motioned to accept the Policy, was seconded by Dohner, all in favor; carried.

## 11. Fire Stations Project

- a. Discussion and possible approval to solicit, review and select a Bond Counsel: Chief reported this is a requirement in order to file with USDA. Chief spoke with both Cities (who have bond counsels today), and received a strong recommendation from both to utilize their Bond Counsel, which is Quarels & Brady.

Davis motioned to contract with Quarels & Brady as Bond Counsel, was seconded by Dohner, all in favor; carried.

- b. Discussion and possible approval, with any modifications, on final fire stations designs: Klenz motioned to approve modifications on final fire stations design, and to ask building committee to look at potential cost savings modifications to the Edgerton station, with the understanding that that Bond Counsel confirms our ability to finance the project with USDA 40 year assumption; if not, Board will revisit. Motion was seconded by Meyer. Motion passed on roll call vote 8/2 (Nelson & Davis voted no).

- c. Review of current PMA municipal impact projections: PMA provided the Board with their financials of the project.
- d. Discussion and possible approval to submit for USDA funding: Davis motioned to submit for USDA funding upon report from Bond Counsel. Motion was seconded by Sherman, all in favor; carried.
- e. Discussion and possible approval to move forward with Bid Development (BD) phase, including possible approval of funding source: Boston motioned to authorize Wendell to write bid specs (Milton East, Newville, Milton West and then Edgerton), checking in with Chief Pickering after Newville. Motion was seconded by Beck and passed on roll call vote 8/2 (Nelson & Davis voted no).

Klenz motioned to borrow \$1,458,882 for CD/BD Phase from financial institutions. Motion was seconded by Beck. Motion passed on roll call vote 8/2 (Nelson & Davis voted no).

12. Chief/Deputy Chief Operations report: Chief provided his report for the month.

13. Volunteer Association, Inc. report

- a. Purchase of three (3) Manual AEDs in support of the new Mercy “Sequential Shock” protocol: Drew Mortimer checked in with Board and reported about the new leadership for Association. Drew reported on the purchase of the 3 AEDs for the Department.

14. Pay bills: Davis motioned to approve bills & payroll in the amount of \$611,792.13 for May, was seconded by Meyers, all in favor; carried.

Davis motioned to approve bills & payroll in the amount of \$331,304.84 for June, was seconded by Farrington, all in favor; carried.

15. Other legal business to come before the Board: None

16. Adjournment: Meyer motion to adjourn, was seconded by Nelson, all in favor; carried. Meeting adjourned at 8:54 p.m.

Respectfully submitted;  
Candy Davis,  
EFPD Secretary/Treasurer