

**OFFICIAL PROCEEDINGS
VILLAGE OF DARIEN AND TOWN OF DARIEN
SPECIAL JOINT BOARD MEETING
Wednesday, January 19, 2022 – 5:30 PM
Darien Village Hall, 24 N. Wisconsin St.
Darien, WI 53114**

1. **Call to Order.** Town Board Chairperson Cecil Logterman called the meeting to order at 5:32 p.m.
2. **Roll Call – Town of Darien.** Chairperson Cecil Logterman and Supervisors Dale Wheelock, Bud Wojcik, Rich Keyzer and Kevin Schutt were present.
3. **Roll Call – Village of Darien.** Village President Jane Stiles (via Zoom) and Trustees Kevin Atkinson, Elizabeth Baumann and Ken Truckey were present.

Also present were Town Clerk Marilyn Larson, Village Administrator/Clerk-Treasurer Lindsey Peterson, Public Works Superintendent Greg Epping, and Darien Fire Chief Justin Schuenke (via Zoom).

4. **Discussion and possible action relating to the employment classification for the Fire Chief position.** Ms. Peterson presented to memo and data collected through a survey on the employment classification, salary, and benefits for Fire Chiefs around Wisconsin. She stated that the data showed, of the municipalities who responded to the survey request, 62% stated they have a volunteer Fire Chief. The Boards reviewed the salary file. President Stiles stated she did not think the call volume justified a full-time Fire Chief. Chairperson Logterman stated he thought the best route may be to keep the position volunteer, but increase the stipend amount, as the data showed the current stipend paid to the Fire Chief was lower than average compared to the communities surveyed. The Chief would also continue to receive pay for calls as well. Trustee Truckey made a motion to continue with a volunteer Chief and review after one year. Trustee Baumann seconded, and the motion carried unanimously.
5. **Discussion and possible action to set the compensation for the Fire Chief position.** Chairperson Logterman stated he believed the compensation for the new Chief should be bumped up. Based on the survey, the average annual stipend was \$6,683. Chairperson Logterman asked how the Boards felt about increasing the stipend to \$7,000 annually, and continue to pay for all calls. Supervisor Schutt made a motion to increase the stipend for the position to \$7,000 annually. Trustee Baumann seconded, and the motion carried unanimously.
6. **Review, discussion and possible action to approve the job description for the Fire Chief position.** The Boards reviewed the DRAFT job description. Trustee Truckey asked if information was included about managing the shared paramedic services. It was decided that the language included was sufficient. President Stiles asked about requiring the Fire Chief at every major call as noted in the job description. Chairperson Logterman stated he felt that it should be left in as it would be recommended that the Chief attend major calls when able to. Trustee Truckey stated he read it as meaning the Chief would be in charge when on scene. No change was made to this item. President Stiles asked if the training officer or the Chief was responsible for training. Chief Schuenke stated that the position of training officer has been eliminated over time, and the Fire Chief and EMS Operations Chief have taken on more of the planning and coordinating. Chairperson Logterman asked if there was anything included in the job description about serving as the County Emergency Management contact. There was not. Chief Schuenke stated this contact could be the Chief, or the Chief could appoint an individual to be the contact. It was agreed that an item about serving in this role would be added to the job duties. The Boards then discussed setting the

time period the job opening should be posted. It was agreed that 3 weeks was sufficient. The job posting would be up as soon as possible and would remain up for 3 weeks. Supervisor Schutt made a motion to approve the job description with the noted changes and edits. Trustee Truckey seconded, and the motion carried unanimously.

7. **Schedule next meeting date, if needed.** The next meeting will be scheduled as needed.
8. **Adjourn.** At 6:22 p.m., Trustee Truckey made a motion to adjourn the meeting. Supervisor Keyzer seconded, and the motion carried unanimously.

Respectfully Submitted,

Lindsey Peterson, Village Administrator/Clerk-Treasurer

Date approved by Village Board: February 21, 2022