



Campbellsport Fire Department

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Monthly Officers Meeting Agenda

Date – May 12th, 2026, Time – 6:00 pm

- 1. Call Meeting to Order**
- 2. Notice was posted at the Village Hall and the Department Website**
- 3. Roll Call**
- 4. Approval of Minutes of Last Meeting**
- 5. Safety Committee**
- 6. Personnel Committee**
- 7. Public Education**
- 8. Communications**
- 9. Engineers**
- 10. Future Truck Plans**
- 11. Dive Team**
- 12. EMS**
- 13. Box Cards**
- 14. Training Committee**
- 15. Recruitment & Retention Committee**
- 16. Building & Grounds Committee**
- 17. SCBA Inspections**
- 18. Lexipol**
- 19. Sprinkler Maintenance**
- 20. Work Day(s)**
- 21. New Business**
- 22. Adjourn**

OPEN MEETINGS NOTICE: A quorum of Village Board members may be present, but no action will be taken.

Campbellsport Fire Dept
Officer Meeting Minutes
May 12, 2026

- 1 Meeting called to order at 6PM by **Chief Craig Olson**
- 2 Notice was posted at the Village Hall and Department Website
- 3 Roll Call
Present: **9 Absent:4**
- 4 Approval of Minutes of April Meeting
Motion: **Tori Jacklin**; Second: **Don Miller**. Motion carried.(voice vote)
- 5 The Safety Committee plans to present information on ladder safety and Mental Health Awareness Month at the business meeting. Officers were reminded to encourage participation in the Cortico Wellness challenges and available wellness resources.
- 6 **Tory Jacklin** requested officers submit any member recognition items for the business meeting.
Discussion occurred regarding the department's first formal pinning ceremony, planned for June pending approval of Jessica Stager's membership vote. The ceremony will take place at the beginning of the business meeting and will include family invitations and refreshments afterward.
- 7 Upcoming public education activities include:
Babysitting Class
Library event scheduled for June
Upcoming public education activities include:
- 8 Chief Olson reported continuing radio reception issues throughout portions of the county. Several officers noted increasing difficulty communicating via radio while responding
- 9 .Oil pan for 402 has been ordered due to corrosion.
Minor oil leak observed under 401; being monitored and appears insignificant at this time.
Low coolant issue on 406 has been addressed and corrected.
All apparatus otherwise reported operational.
- 10 Replacement timelines for 403 and 407
Additional discussion focused on the former ambulance (0401).
The ambulance is intended to be sold.
Final disposition method must be discussed with Village Administrator Padrick to determine whether the vehicle must be sold via sealed bids or another process.
Officers expressed concern that the vehicle should not remain idle due to potential battery and value deterioration.
- 11 No attendance at the most recent dive practice.
Additional practice opportunities will be scheduled.
Focus will remain on maintaining diver proficiency through regular drills.
- 12 EMS
Extensive EMS discussion occurred regarding operational procedures.
Equipment
EMS plans to purchase two additional LifePak batteries rather than replacement charging equipment due to cost differences.

Follow-up is needed regarding replacement cot mattresses and an AED order that has not yet been received.

Weekend Duty

Reminder that weekend duty includes drivers as well as EMTs. Drivers are expected to communicate with their assigned crews and fulfill weekend coverage responsibilities.

EMS Reporting

Significant discussion occurred regarding when EMS reports should be completed.

Consensus:

Whenever the ambulance leaves the station, a report should be generated.

Fire calls with no patient contact should be documented through the fire report.

Non-fire responses where the ambulance responds should generate EMS documentation even if no patient transport occurs.

Purpose is to accurately track department response volume.

Billing Discussion

Officers discussed a recent call involving Fond du Lac County paramedic intercept services and helicopter transport.

Topics included:

Whether Campbellsport can bill when patient care is provided but transport is performed by another agency.

Clarification that billing generally follows the transporting agency.

Follow-up will occur with Fond du Lac County EMS to determine how similar incidents are coded and billed..

- 13 Officers discussed scheduling a working session to review and update box cards following recent training.

A review meeting was scheduled for:

Monday, May 18 at 6:00 PM

Fire Department Office

- 14 Upcoming training including elevator, officer development and hazmat.

- 15 No committee report.

- 16 B&G update on landscaping and park work day

- 17 Members continue to be reminded to complete all required SCBA inspections.

- 18 The first section of Lexipol policies has been distributed for review.

Discussion around driving policy updates

General support was expressed for requiring:

Minimum age of 18.

Two years of licensed driving experience.

Completion of department driver training and sign-off.

- 19 Sprinkler maintenance to be performed by Ahern

- 20 Park workday scheduled for Saturday at 8:00 AM.

- 21 **Chief Olson** informed officers of a potential enforcement action involving a Dundee business that has remained non-compliant despite repeated inspection notices and state correspondence dating back to August of the previous year. Further discussion with Village legal counsel and administration is planned regarding potential closure actions.

Motion to adjourn: **Tori Jacklin**; Second: **Vicki Boegel**. Motion carried (voice vote)

Meeting adjourned at 6:25PM – Matt Stoffel - secretary