

CITY OF GILLETT COMMON COUNCIL
NOTICE OF REGULAR MEETING
Council Chambers – Municipal Building
150 N McKenzie Ave – Gillett, WI 54124
THURSDAY, AUGUST 3, 2023 AT 6:00 PM
AGENDA

Council may deviate from agenda as needed

1. Mayor calls meeting to order. Pledge of Allegiance
2. Clerk takes roll and informs the Council that the Open Meeting Law has been complied with
3. Public Input
4. Discussion & possible action on minutes for July 6, 2023
5. **CDA Report:** Alderperson Mohr
6. **Library Report:** Alderperson Gildemeister
7. **Tourism & Marketing Commission/Gillett Area Chamber of Commerce:**
8. **Financial Report:** Clerk Treasurer
 - a. Updated Monthly Check Register Provided
9. **Police Department Report:** Police Chief Breitenbach
 - a. Discussion on Training, Public Relations, and Incident Summary Report
10. **Fire Department Report:** Fire Chief Hicks
 - a. Discussion on Training, Public Relations, and Incident Summary Report
11. **Health, Protection and License Committee Report:** Alderperson Blaser
12. **Board of Public Works Committee Report:** Alderperson Luther
 - a. Update on Washington Street Project
13. **Utility Committee Report:** Alderperson Drake
 - a. Update on Washington Street Project
14. **Finance and Personnel Committee Report:** Alderperson Mohr
 - a. Committee may go into closed session to discuss matters of preliminary consideration of specific personal issues pursuant to 19.85 (1) (f) Wis. Stats.
 - b. Committee will return to open session and may take action on matters discussed in closed session
15. **Park and Cemetery Committee Report:** Alderperson Gildemeister
16. **Planning Committee Report:** Alderperson Ketchem
17. **Clerk Treasurer's Report:** Clerk Treasurer
18. **Attorneys Report:** Hinkfuss, Sickel, Petitjean, and Wieting Attorneys at Law
19. **Mayor's Report:** Mayor McCarthy
20. **Adjourn**

Posted: City Hall and City Website----Agenda subject to change up to 24 hours prior to meeting Cc: City Council, Mayor, Attorney, Gillett Fire Dept., Gillett Police Dept. Contact City Clerk at 920-855-2255 prior to meeting if additional services are required. **It is possible that members of and possibly a quorum of members of the City Council or other committee may be in attendance** at the above stated meeting to gather information; no action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to above in this notice.

"An Equal Opportunity Employer"

CITY OF GILLETT COMMON COUNCIL
NOTICE OF REGULAR MEETING
Council Chambers – Municipal Building
150 N McKenzie Ave – Gillett, WI 54124
THURSDAY, JULY 6, 2023 AT 6:00 PM
MINUTES

1. Mayor McCarthy calls the meeting to order at 6:00 PM and the Pledge of Allegiance was recited.

Roll Call

Present: Mayor Josh McCarthy, Alderperson Nanette Mohr, Jerry Luther, Irene Drake, Jacob Ketchem, and Marie Blaser. Deputy Clerk Treasurer Lisa Anderson, Office Assistant Leone Christensen, Police Chief Shane Breitenbach, Public Works Department Head Nate Anderson, Fire Chief Kurt Hicks, and Librarian Shannon Stoner. Utility Department Head Ron Anderson, Alderperson Jon Gildemeister and Attorney Alex Sickel were excused. Public: Kevin Smith, Dennis Heise, Jane Schmidt, Eleanor Drake and Warren Bluhm (Time Herald).

2. **Deputy Clerk informs the Council that the Open Meeting has been complied with**

3. **Public Input:** Dennis Heise voiced his opinion about the front of City Hall poles. When concrete was poured. Will be painted shortly. He questioned the Reimer property and if the city buys it what will it be used for. That will be decided later on at a Planning Meeting.

Jane Schmidt is wondering what is being done with the Bierhals house. Has it been condemn? No basement cover and weeds all over. She is trying to sell her house and the Bierhals house is bringing the value of her house down. Mayor will check into it.

4. Discussion & possible action on minutes for June 1, 2023

Motion: Drake/Blaser

Motion to approve minutes June 1, 2023

Voice Vote: All Voting Aye Motion Carried

5. **CDA Report:** Alderperson Mohr

Alderperson Mohr reported that no CDA meeting was held. Looking for new member

6. **Library Report:** Alderperson Gildemeister

Library Director Report: Shannon Stoner

1. Story times are Friday 10:30-11:30 am in the Ebenreiter Square at Gillett Public Library,

200 E. Main Street. All ages are welcome to story time. Visit www.gilpubliclibrary.org or call 920-855-6224 for more information.

- i. July 7: Destination: Ukraine.

- ii. July 14: Destination: France

- iii. July 21: Gillett Police Department

- iv. July 28: Destination: Egypt

- v. July 17th 6-7pm: Randy Peterson in Ebenreiter Square

- vi. July 18th 4-5pm: DIY Soap Class. We're going to be making Goat's Milk Soap

2. ADRC Memory Café, Chair Yoga, Thursday, July 15th from 10:30-12 pm

ADRC doing Free Memory Screens 12-3pm on Monday, July 10th

3. We have our Reader's Advisory on Monday July 24th from 5-5:30 pm

4. National Night Out, Tuesday August 1st, 5:30-7:30 pm

5. Breakfast on the farm- Went well. Worked with Lena. Handed out over 300 book

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and over 250 projects that kids could make.

6. Are working on Harvest Day and deciding if we are doing a haunted house.

7. **Tourism & Marketing Commission/Gillett Area Chamber of Commerce:**

Garden walk for this year has been canceled. Alderperson Luther asked where the proceeds from last year walk are and who do they go to.

8. **Financial Report:** Clerk Treasurer

a. Updated Monthly Check Register Provided

Questioned if check for Police Department grievance was cashed

Motion by Luther, second by Drake to approve financial report as presented

Roll Call Vote: All Voting Aye – Motion carried.

9. **Police Department Report:** Police Chief Breitenbach

a. Discussion on Training, Public Relations, and Incident Summary Report
From the Chief's Desk:

Gillett Police Department / 104 incidents / June 2023

- This month Officer Hoeft represented the Gillett Police Department at the annual employee Welcoming meeting at Seneca Foods. Officer Hoeft was tasked with educating the traveling Workers on city rules, laws, schedules and behavioral expectations. The Gillett Police Department continues to build a great working relationship with all of the Seneca Foods team!
- On June 9th, the Gillett Police Department kicked off the Summer 2023 Reading Program at the Gillett Public Library. Officer Hoeft enjoyed his time with everyone and is looking forward to the next event.
- Also the National Night Our event planning coming along nicely! If anyone is interested in Donating time or resources to the event please contact Gillett Librarian Shannon Stoner or Myself! I have a few remaining flyers if anyone has a place they would like to put one up!
- On June 11th, I assisted with traffic control for the Oconto County Breakfast on the Farm at Kohl's Farm on Klaus Lake Rd. The traffic control team that was in place included the City of Gillett Police Department, WI State patrol, and the Oconto County Sheriff's Office. The event Had a large turnout with no traffic related issue!
- On June 16th – June 17th the Roy Hubbard Memorial Truck Show was held at Zippel Park. I Worked evening shifts for both days of the event. The event was a success with minimal crowd Related issues. I wish to recognize and the thank the WI State Patrol for assigning Trooper Caleb Traux to the City of Gillett after my request for additional manpower needs for the weekend.
- On July 3rd -4th the Gillett Fourth of July Celebration was held at Zippel Park. The event was well Attended with minimal issues. Again, I wish to recognize and thank the WI State Patrol for Assigning Trooper Dan Hester to the City of Gillett after my request for additional manpower Needs during the parade.
- I have begun to send out quote requests for replacement of our aging office printer. As with our Portable radios, the printer is regularly malfunctioning and parts are become harder to find. The Fax portion of the printer is unusable and can no longer be repaired. I ask the council to please Consider this need as we move forward in our budget considerations.
- We continue to address ordinance issues specific to lawn care. Vehicles, and junk/litter. We have been experiencing increased compliance.

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- On a personnel note, July 13th will be Officer Buettner's last day before taking family leave for the birth of her and her husband's first child! We wish the best for the Buettner's and look forward to seeing Officer Buettner back sometime in October!
10. **Fire Department Report:** Fire Chief Hicks
 - a. Discussion on Training, Public Relations, and Incident Summary Report
Chief Hicks reported 6 fire calls. Did training at Burn Tower in Oconto Falls. Finished Spellman training last night. Participated in Breakfast on the Farm and the Truck Show. Helped with the 4th of July fireworks. Still waiting for parts on new truck. Thanked Public Works for their help with the approach to fire house. Sat August 12th is their Golf Outing.
 11. **Health, Protection and License Committee Report:** Alderperson Blaser
Will have meeting to work on ordinances next month
 12. **Board of Public Works Committee Report:** Alderperson Luther
Work on Washington Street Project is going slow. The truck show and 4th of July went well. Lines have been painted on Main Street. Road closed sign need to reposition.
 13. **Utility Committee Report:** Alderperson Drake
Utility Head Ron Anderson was excused for Utility Chairperson Drake read his written report. Utility has been busy with construction and their own work. Dug up a water service to replace curb stop on Green Bay Ave. There is one more to dig up on that street. Last week we had a main break next to the old carriage house on Lake Street. Dug it up and repaired it. There I a main water valve stem that snapped so well be digging that up at the end of Escher Street next week. A storm drain needs to be installed behind pump house 1. Large meters were tested for the year and all is good with their accuracy. Still waiting for one last bid to upgrade the SCADA system. All the well and booster motors had the oil changed before the start of the canning season. On the wastewater side the ferric salt tanks need to be upgraded. We have 1000-gallon tank coming so that muse be installed via cutting a hole in the wall. We got the backup generator at the garage installed and Marlin has it wired up. Need to work out a few bugs. The jettors are in town cleaning that need to be cleaned and this year they are cleaning the 15-inch main interceptor line in the woods behind Seneca. Still waiting for Peshtigo Bank for intern financing for the Washington Street Project. Construction is moving along somewhat slowly due to major errors in engineering. Who will be paying for the errors? We are looking to do something at National Night Out.
Drake has concerns about working with Ayes. Maybe will need to look for a different Engineering firm for the future.
 14. **Finance and Personnel Committee Report:** Alderperson Mohr
Department heads need to start working on budget for next year
 15. **Park and Cemetery Committee Report:** Alderperson Gildemeister
Mayor reported that Ron Anderson is working on a grant for new playground equipment. Should know in a couple of weeks if we got it.
 16. **Planning Committee Report:** Alderperson Ketchem
Nothing to report
 17. **Clerk Treasurer's Report:**
Deputy Clerk Treasurer reported that the week on July 17th she will be attending Clerk Institute. Once again this year it will be thru Zoom.
 18. **Attorneys Report:** Hinkfuss, Sickel, Petitjean, and Wieting Attorneys at Law
Attorney was excused

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19. **Mayor's Report:** Mayor McCarthy
Greg Reimer once again trying to sell part of his land to the City. Will have a planning meeting in August to discuss it.
20. **Adjourn**
Motion by Luther, Mohr
Motion to adjourn.
Voice Vote: All Voting Aye – **MOTION CARRIED**

Respectfully Submitted,
Office Assistant Leone Christensen

PNB - CITY CHECKING

ALL Checks

Posted From: 7/01/2023 From Account:
Thru: 7/31/2023 Thru Account:

Check Nbr	Check Date	Payee	Amount
WRS	7/01/2023	WISCONSIN DEPARTMENT OF ETF	6,849.34
	Manual Check	JUNE WRS REMITTANCE	
38508	7/05/2023	CELLCOM INVOICE#050084	103.32
38509	7/05/2023	LEMMENES HYDROMETRIC SERVICES 7/3/23	1,610.00
38510	7/11/2023	ASTREA	704.97
38511	7/11/2023	BUSINESS CARD STAMPS	378.00
38512	7/11/2023	CELLCOM INVOICE#082673	23.67
38513	7/11/2023	CELLCOM INVOICE#78940	234.70
38514	7/11/2023	GARROW OIL MARKETING, INC FUEL	930.58
38515	7/11/2023	GFL ENVIRONMENTAL	65.43
38516	7/11/2023	GILLETT HARDWARE	376.24
38517	7/11/2023	OUTAGAMIE WAUPACA LIBRARY SYSTEM INVOICE#4182	36.00
38518	7/11/2023	SECURIAN FINANCIAL GROUP INC AUGUST 2023	420.18
38519	7/11/2023	WILLIAMS EMERGENCY VEHICLE SERVICES	175,500.00
38520	7/11/2023	WILLIAMS EMERGENCY VEHICLE SERVICES	4,000.00
38521	7/13/2023	AUTO-WARES	17.99
38522	7/13/2023	BUSINESS CARD	315.73
38523	7/13/2023	BUSINESS CARD	1,013.86
38524	7/13/2023	GILLETT CEMENT CONCRETE IN FRONT OF CITY HALL	693.19
38525	7/13/2023	GREEN BOYZ INC. INVOICE#141052	2,700.00
38526	7/13/2023	KATHY COX	42.15

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Posted From: 7/01/2023 From Account:
Thru: 7/31/2023 Thru Account:

Check Nbr	Check Date	Payee	Amount
38527	7/13/2023	MOTOROLA SOLUTIONS, INC. PORTABLE RADIOS	3,160.70
38528	7/13/2023	OCONTO ELECTRIC KLAUS LAKE & PARK LIGHT, CROSSING GUARD	10.23
38529	7/13/2023	GILLETT CEMENT	105.75
EFTPS Manual Check	7/06/2023	INTERNAL REVENUE SERVICE 07.06.2023 PAYROLL	5,576.26
EFTPS Manual Check	7/20/2023	INTERNAL REVENUE SERVICE 07.20.2023 PAYROLL	5,470.11
V5553 Manual Check	7/06/2023	AMMERMAN, ANN Pay period 06/19/2023 to 07/02/2023	335.82
V5554 Manual Check	7/06/2023	ANDERSON, CHELSEA E Pay period 06/19/2023 to 07/02/2023	1,236.05
V5555 Manual Check	7/06/2023	ANDERSON, LISA Pay period 06/19/2023 to 07/02/2023	654.81
V5556 Manual Check	7/06/2023	ANDERSON, NATHAN Pay period 06/19/2023 to 07/02/2023	1,257.13
V5557 Manual Check	7/06/2023	ANDERSON, RONALD J Pay period 06/19/2023 to 07/02/2023	2,942.76
V5558 Manual Check	7/06/2023	BLASER, MARIE A Pay period 06/05/2023 to 07/02/2023	277.05
V5559 Manual Check	7/06/2023	BREITENBACH, SHANE P Pay period 06/19/2023 to 07/02/2023	1,956.67
V5560 Manual Check	7/06/2023	BUETTNER, ANNALISE Pay period 06/19/2023 to 07/02/2023	1,452.19
V5561 Manual Check	7/06/2023	CHRISTENSEN, LEONE M Pay period 06/19/2023 to 07/02/2023	452.68
V5562 Manual Check	7/06/2023	COX, KATHERINE Pay period 06/19/2023 to 07/02/2023	788.58
V5563 Manual Check	7/06/2023	DRAKE, IRENE Pay period 06/05/2023 to 07/02/2023	277.05
V5564 Manual Check	7/06/2023	FINNELL, NORMAN W Pay period 06/19/2023 to 07/02/2023	344.85
V5565 Manual Check	7/06/2023	GABLE, RUSSELL Pay period 06/19/2023 to 07/02/2023	1,575.95
V5566 Manual Check	7/06/2023	GILDEMEISTER, JONATHAN Pay period 06/05/2023 to 07/02/2023	277.05

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Check Nbr	Check Date	Payee	Amount
V5567	7/06/2023	HINKFUSS, DONNIE	130.03
	Manual Check	Pay period 06/05/2023 to 07/02/2023	
V5568	7/06/2023	HOEFT, ZACHARY	1,507.85
	Manual Check	Pay period 06/19/2023 to 07/02/2023	
V5569	7/06/2023	HULL, ASHLEY N	104.41
	Manual Check	Pay period 05/22/2023 to 07/02/2023	
V5570	7/06/2023	KETCHEM, JACOB	277.05
	Manual Check	Pay period 06/05/2023 to 07/02/2023	
V5571	7/06/2023	LUTHER, JEROME	277.05
	Manual Check	Pay period 06/05/2023 to 07/02/2023	
V5572	7/06/2023	MCCARTHY, JOSHUA	461.75
	Manual Check	Pay period 06/05/2023 to 07/02/2023	
V5573	7/06/2023	MILHANS, VICTOR	130.03
	Manual Check	Pay period 06/05/2023 to 07/02/2023	
V5574	7/06/2023	MOHR, NANETTE	277.05
	Manual Check	Pay period 06/05/2023 to 07/02/2023	
V5575	7/06/2023	STONER, SHANNON	1,229.63
	Manual Check	Pay period 06/19/2023 to 07/02/2023	
V5576	7/06/2023	TENNESSEN, TYLER	1,510.30
	Manual Check	Pay period 06/19/2023 to 07/02/2023	
V5577	7/06/2023	WINKLER, RANDY	93.91
	Manual Check	Pay period 06/19/2023 to 07/02/2023	
V5578	7/20/2023	AMMERMAN, ANN	380.95
	Manual Check	Pay period 07/03/2023 to 07/16/2023	
V5579	7/20/2023	ANDERSON, CHELSEA E	1,236.05
	Manual Check	Pay period 07/03/2023 to 07/16/2023	
V5580	7/20/2023	ANDERSON, LISA	654.80
	Manual Check	Pay period 07/03/2023 to 07/16/2023	
V5581	7/20/2023	ANDERSON, NATHAN	1,291.55
	Manual Check	Pay period 07/03/2023 to 07/16/2023	
V5582	7/20/2023	ANDERSON, RONALD J	2,803.91
	Manual Check	Pay period 07/03/2023 to 07/16/2023	
V5583	7/20/2023	BREITENBACH, SHANE P	2,573.02
	Manual Check	Pay period 07/03/2023 to 07/16/2023	
V5584	7/20/2023	BUETTNER, ANNALISE	1,102.61
	Manual Check	Pay period 07/03/2023 to 07/16/2023	
V5585	7/20/2023	CHRISTENSEN, LEONE M	509.12
	Manual Check	Pay period 07/03/2023 to 07/16/2023	

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Check Nbr	Check Date	Payee	Amount
V5586	7/20/2023	COX, KATHERINE	533.52
	Manual Check	Pay period 07/03/2023 to 07/16/2023	
V5587	7/20/2023	FINNELL, NORMAN W	327.46
	Manual Check	Pay period 07/03/2023 to 07/16/2023	
V5588	7/20/2023	GABLE, RUSSELL	1,439.06
	Manual Check	Pay period 07/03/2023 to 07/16/2023	
V5589	7/20/2023	HOEFT, ZACHARY	1,774.44
	Manual Check	Pay period 07/03/2023 to 07/16/2023	
V5590	7/20/2023	HULL, ASHLEY N	298.91
	Manual Check	Pay period 07/03/2023 to 07/16/2023	
V5591	7/20/2023	STONER, SHANNON	1,215.17
	Manual Check	Pay period 07/03/2023 to 07/16/2023	
V5592	7/20/2023	TENNESSEN, TYLER	1,510.30
	Manual Check	Pay period 07/03/2023 to 07/16/2023	
V5593	7/20/2023	WINKLER, RANDY	93.91
	Manual Check	Pay period 07/03/2023 to 07/16/2023	
V5594	7/20/2023	GABLE, RUSSELL	256.65
	Manual Check	Pay period 07/03/2023 to 07/16/2023	
V5595	7/20/2023	TENNESSEN, TYLER	171.10
	Manual Check	Pay period 07/03/2023 to 07/16/2023	
DEFCOMP	7/06/2023	WISCONSIN DEFERRED COMPENSATION PROGRAM	300.00
	Manual Check	07.06.2023 PAYROLL	
DEFCOMP	7/20/2023	WISCONSIN DEFERRED COMPENSATION PROGRAM	300.00
	Manual Check	07.20.2023 PAYROLL	
DEPTREV	7/06/2023	WISCONSIN DEPARTMENT OF REVENUE	890.07
	Manual Check	07.06.2023 PAYROLL	
DEPTREV	7/20/2023	WISCONSIN DEPARTMENT OF REVENUE	913.58
	Manual Check	07.20.2023 PAYROLL	
07032023	7/03/2023	GILLETT WATER & SEWER - EFT	1,021.53
	Manual Check		
07052023	7/05/2023	GPM INVESTMENTS SOUTHEAST-EFT ACH	134.11
	Manual Check		
Grand Total			251,897.92

PNB - CITY CHECKING

ALL Checks

Posted From: 7/01/2023 From Account:
Thru: 7/31/2023 Thru Account:

	Amount
Total Expenditure from Fund # 100 - GENERAL FUND	233,073.00
Total Expenditure from Fund # 220 - LIBRARY	5,567.42
Total Expenditure from Fund # 600 - WATER UTILITY	6,584.83
Total Expenditure from Fund # 602 - SEWER UTILITY	6,531.74
Total Expenditure from Fund # 700 - CAPITAL OUTLAY	140.93
Total Expenditure from all Funds	251,897.92

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Thru: 7/31/2023 Thru Account:

Check Nbr	Check Date	Payee	Amount
4699	7/05/2023	BADGER METER	49.76
4700	7/05/2023	BERGMANN'S SERVICE STATION INVOICE# 13637	1,067.96
4701	7/05/2023	GFL ENVIRONMENTAL INVOICE# U60000158879	96.52
4702	7/11/2023	CELLCOM INVOICE#082603	223.95
4703	7/11/2023	GARROW OIL MARKETING, INC	724.35
4704	7/11/2023	GILLETT HARDWARE	34.99
4705	7/13/2023	AUTO-WARES	197.99
4706	7/13/2023	BUSINESS CARD	5,481.65
4707	7/13/2023	CARQUEST AUTO PARTS	31.05
4708	7/13/2023	CORE & MAIN LP	246.72
4709	7/13/2023	GILLETT CEMENT	399.50
4710	7/13/2023	GILLETT HARDWARE	396.45
4711	7/13/2023	HAWKINS INC	6,622.82
4712	7/13/2023	PAT'S MARKET	102.75
07032023	7/03/2023	GILLETT WATER & SEWER - EFT Manual Check	31.30
07132023	7/13/2023	GPM INVESTMENTS SOUTHEAST-EFT ACH Manual Check	130.53
Grand Total			15,838.29

PNB - UTILITY CHECKING

ALL Checks

Posted From: 7/01/2023 From Account:
Thru: 7/31/2023 Thru Account:

	Amount
Total Expenditure from Fund # 600 - WATER UTILITY	5,320.45
Total Expenditure from Fund # 602 - SEWER UTILITY	10,517.84
Total Expenditure from all Funds	15,838.29

FIRE CALLS - 6

- JULY - 12 - Auto Aid Udenhill - Brush Fire
- " - 14 - Udenhill - False Alarm
- " - 17 - LIFT ASSISTS - ~~THE~~ Gillett EMS
- " - 21 - Power Lines on Trees - Gillett Fire
- " 22 - Tree Struck by Lightning - Gillett
- " 23 - Udenhill Auto Aid - Northern Grace Youth Camp.

TRAINING -

AT Burn House in Spring Last Night.
SEARCH & RESCUE, ATTACK ADVANCEMENT,
ACCOUNTABILITY, RADIO COMMUNICATIONS,
INTERIOR ATTACK

GOLF FUNDRAISER ~~TH~~ SAT Aug 12 - Golden Sands
in Cecil! GAFA SPONSORED