



Lake Country Fire & Rescue – **Fire Board** Meeting  
Chenequa – Delafield – Nashotah  
Fire Station #1  
115 Main Street, Delafield  
Thursday, May 10, 2012 – 6 p.m.  
MINUTES

1. Meeting call to order

Meeting was called to order at 5:55pm by President Stotts with the pledge of Allegiance.

2. Roll call

In attendance were President Rod Stotts, Theresa Urbancek, Jeff Krickhahn, Gerry MacDougall, Susan Wilkey, Robert Bellin, Chief Edwards and Secretary/Treasurer Sandy Rosch.

3. Public Comments

None

4. LCFR Staff introduction and presentation by staff member regarding role and responsibilities at LCFR

Chief Edwards introduced Captain Marty Morris to the Board and Morris informed the Board of his history with the department and his role as a Captain in the department. He described a typical day for the members, overseeing the day-to-day operations (checking medications, completing or delegating the daily checklists for vehicles and equipment, determining staffing needs and assigning staff to duties for their shift, performing inspections, reviewing timesheets and entry of information for payroll). Captain Morris also stated he is in charge of obtaining and tracking the competencies of staff to ensure all members have been trained and are proficient in specific equipment and techniques. Recently Morris was hired part-time as a Flight for Life Paramedic and shared with Board members, second to being a FF-Paramedic, this was a dream job he has been working toward. Chief Edwards told the members that Marty has a picture of him with Marty during a visit to the Fire Department when he was in third grade. The picture was brought in for the group to see.

5. Communication

Letter received from Dousman Fire District thanking LCFR for their assistance with a recent structure fire in the Town of Ottawa. A donation of \$1,000 from the Lake Country Women's Club was accepted for the purchase of the "King Vision" instrument for staff use when intubating patients in the field. A thank you letter was sent. A letter from a patient's family regarding a recent transport was shared with the Board and a request from an Attorney regarding a call that occurred in 2009 was referred to the City of Delafield as the call date was pre-LCFR.

6. President's Report

Nothing to report at this time.

7. Approval of Minutes

Motion to approve the minutes from the April 12, 2012 meeting as written was made by Urbancek, second by Bellin. All ayes, motion carried.

8. Discussion and possible action regarding the closing of M&I bank account and transfer of funds to account at Town Bank

Motion was made by Urbancek and second by Krickhahn to move the remaining funds at M&I Bank to Town Bank in an account separated from the existing accounts. All ayes, motion carried.

9. Treasurer's Report

- a. Ambulance billing and collection update: Board members reviewed monthly reports that were constructed per their request comparing the last three years as well as activity to date this year. Chief Edwards reported close monitoring by the department and Urbancek asked about the next level increase planned for the staff, confirming it was to take place in July after review of the financials. Draft of Auditor's report was distributed to Board Members with a

final to be completed in May. Frechette will be invited to the next Board meeting to review the report.

- b. Board review of balance sheet, revenues and expenses, and reconciliations, thru 04/30/2012: Reports were distributed and reviewed with Board Members.
- c. Board approval of check journals/disbursements over \$1,500 from 04/13/2011 thru 05/10/2012. Motion to approve disbursements over \$1500 (Ck#2738 for \$34,240.00, Ck#2744 for \$2,424.20, Ck# 2762 for \$2,983.48) was made by Urbanek and second by Krickhahn. All ayes, motion carried.

10. Chief's Report

- a. FD Staff/Personnel Activities: Nothing to report
- b. LCFR Call Activity report: Report reviewed and noted that call volumes are tracking lower than last year. The Chief attributes this to the mild winter and transitioning intercept services but reminds the Board these changes were anticipated and budgeted for.
- c. Station 2 Staffing Report: There was only one day in April where there was no coverage station at Station #2. Chief Edwards explained to the Board that three representatives from the staff (one from each station) are working together to establish alternative options for crew coverage at both stations. Several Board members stated they were pleased with the staff efforts to cover Station #2 shifts and recognize the department goal is to have it 100%.
- d. Training/Conference Updates: Chief Edwards thanked all members who came to observe the training exercise at St. John's April 21<sup>st</sup>. He told the members that preliminary feedback was very positive and the final report will be shared when available. Board members commended the role of Edwards and his staff in the planning and execution of the exercise. Also, Paramedic training included a visit from the Waukesha District Attorney, Brad Schimmel, and two members of the DEA to discuss tracking and use of controlled drugs in the EMS environment. Edwards said the department has several processes and safeguards in place to monitor access and prevent or reduce the likelihood of misuse by staff or anyone else.
- e. Equipment Status: New ambulance is in and Chief Edwards will take the members interested in seeing it to the garage after the meeting. The unit will be stationed at Station #2 soon.
- f. New business: Aurora is working towards keeping as many of their patients as possible in their Summit location by January 1, 2013. They reported they are building their staff and services to meet the needs of their patients.

11. Confirmation of upcoming meetings:

June Board meeting is scheduled for Thursday, June 14, 2012 at 6 pm, Station #1

12. Adjournment

Motion to adjourn was made @ 7:36 pm by Krickhahn, second by Wilkey. All ayes, motion carried.