



Lake Country Fire & Rescue – **Fire Board** Meeting
Chenequa – Delafield – Nashotah
Fire Station #1
115 Main Street, Delafield
Thursday, June 14, 2012 – 6 p.m.
MINUTES

1. Meeting call to order

Meeting was called to order at 6:00pm by President Stotts with the Pledge of Allegiance.

2. Roll call

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

3. Public Comments

None

4. Communication

Several communications received by Lake Country staff and shared with the Board. Thank you from Aurora Medical Center-Summit for participation in the accreditation process by the Society of Chest Pain Centers. An invitation was received from the County Exec for Chief Edwards to be a part of the selection committee for this year's recipient of the governmental agency, non-profit and business of the year. Lake Country Fire & Rescue was recognized and received the Safe Kids award for hosting two annual Child Safety Technician certification classes. Thank you from the family of Rick Keyawa, a past CDFD firefighter/EMT, for a donation sent in his memory. A concern regarding EMS billing was received and responded to.

5. President's Report

President Stotts requested that LCFR review their wage study and re-survey other "like" departments to ensure parity and department goals. Stotts also asked Chief Edwards to work on development of a formal "Business Plan" for the next 5 years.

6. Approval of Minutes

Motion to approve the minutes from May 10, 2012 meeting as written was made by Urbancek, second by MacDougall. All ayes, motion carried.

7. Presentation, discussion and possible approval of 2011 Audit Report presented by Jim Frechette

Auditor, Jim Frechette, addressed the Board with a summary of the audit results. Several adjustments were needed to address grant purchases and grant money received to keep it reflected in the 2011 fiscal year. Several adjustments were made to reflect the closing of all ADPI accounts closed at the end of 2011, including a write off of balances not collected. Moving forward all billing should be handled through Andres Medical Billing, the agency currently providing EMS billing services for LCFR. Frechette recommended LCFR contact a specialist in post retirement benefits to determine post employment liability. He stated he has worked with Linda Mont from Key Benefits in Brookfield. There was discussion regarding the funding of an account for the future expenses by several of the Board members. Frechette reminded them that a review of post employment benefits will be able to advise us on what we need to do and what kind of liability LCFR has. Stotts made a motion to adopt the 2011 Audit as written, second by Bellin. All ayes, motion carried. Wilkey made a motion authorizing Rosch to make the requested Journal Entries as outlined by Frechette. Motion was second by MacDougall. All ayes, motion carried.

8. Meet Deputy Chief Garrett Herzberg

Chief Edwards introduced Deputy Chief Herzberg to the Board and Herzberg presented a power point outlining his role in the department. He discussed his evolution within the department as well as his professional growth and participation on the State EMS Board. He is currently the chair of the Protocols Committee and in the process of completing a review of all county EMS Protocols. He has worked with other Chiefs/Officers, Physicians, and Educators to facilitate the research, review and revisions needed to update all protocols.

9. Treasurer's Report

- a. Ambulance billing and collection update: Board members received monthly reports discussed budget and banking comparisons over last three years. Andres representative is to return in early July for a meeting and update of accounts. Billing and collections has been up from last year.
- b. Board review of balance sheet, revenues and expenses, and reconciliations, thru 05/31/2012: reports distributed and reviewed. Rosch noted that once all the Journal Entries are made per the accountant, moving 2011 expense payments that were made in 2012, LCFR expenses should be very close to target, even with the front loaded expenses that have been discussed such as insurance premiums, contract renewals and the heavy payroll expense with training.
- c. Board approval of check journals/disbursements over \$1,500 from 05/10/2012 thru 06/14/2012. Motion to approve disbursements over \$1500 (Ck#2762 for \$2,983.48, Ck#2769 for \$2,311.81, Ck#2779 for \$1,500, Ck#2784 for \$2,205.00, Ck#2791 for \$2,095.00, Ck#2794 for \$4,140.00, Ck#2808 for \$7897.00, Ck#2809 for \$7,128.00 and Ck#2817 for \$2,809.09) was made by Urbanek and second by Wilkey. All ayes, motion carried.

10. Chief's Report

- a. FD Staff/Personnel Activities: Chief Edwards informed the Board of the serious injury of a family member of one of our staff members.
- b. LCFR Call Activity report: Reports distributed and discussed. With summer activity there was a rise noted in the calls to Villages of Nashotah and Chenequa. Chief Edwards reviewed some recent calls with the Board members
- c. Station 2 Staffing Report: Edwards reported only three days was staff was unable to cover Station #2. Several staff members have been looking at ways to change the way we are scheduling staff. Staff from all three stations made up this committee and they have come up with some options that may help improve the availability and coverage of the stations.
- d. Training/Conference Updates: Recently LCFR hosted a Dive Rescue course co-ordinated by Carl Lange and in September we will hold our second airway boot camp. Next week LCFR staff training will include FFL landing zone training. Board very excited about staff involvement and high level of programs being offered.
- e. Equipment Status: Repair costs up with a recent incident involving a staff member and negotiating a tight space.
- f. New business: Chief Edwards informed the Board members of the recent disclosure by the Waukesha County Communications staff that there will be additional annual charges imposed on each fire department for services. Edwards reported to the Board that these additional fees were never discussed or disclosed prior to this recent notice. He told the Board members that he and DC Fennig had a meeting earlier with the staff from WCC and was very disappointed. He states that the County Chief's are drafting a letter to state their position/opposition on this. The Board verbalized support of the Chief and department and will share the information with their communities.

11. Confirmation of upcoming meetings:

August Board meeting is scheduled for Thursday, August 9, 2012 at 6pm, Station #1.

Budget workshops will be held Thursday August 2, 9 (following the scheduled Board meeting), 16th or until budget completed, at 6pm, Station #1.

Annual Joint Meeting to be held Thursday, September 6th, 2012 at 6pm.

12. Adjournment

Motion to adjourn was made by Wilkey at 8:52pm and second by MacDougall. All ayes, motion carried.