



Lake Country Fire & Rescue – **Fire Board Meeting**  
Chenequa – Delafield – Nashotah  
Fire Station #1  
115 Main Street, Delafield  
**Thursday, April 14, 2011 – 6p.m.**  
**MINUTES**

Swearing in of Thomas Cannizzaro, full-time Paramedic/Firefighter/Inspector and Lieutenant Derek Dougherty, part-time Paramedic/Firefighter was done by Fire Board President Rod Stotts and Jack Edwards. Fire Board and staff were present.

1. Meeting called to order  
Meeting was called to order at 6:07pm by President Stotts with the pledge of Allegiance.
2. Roll call  
In attendance were President Rod Stotts, Susan Wilkey, Jeff Krickhahn, Theresa Urbancheck, Gerry MacDougall, Robert Bellin, Chief Edwards and Secretary/Treasurer Sandy Rosch.
3. Public Comments  
None
4. Communication  
Chief Edwards shared an email he received from Bob Douglas, Chenequa's Village Administrator/Police Chief, regarding a recent fire call. Also included in Correspondence was an invitation for fire staff to receive Easter Dinner from the Members of Gethsemane United Methodist Church in Pewaukee. Chief Edwards also included a copy of the newspaper article regarding a visit from Michelle McDade, an Australian medical professional that visited Oconomowoc Memorial Hospital last month. OMH had invited Chief Edwards to attend a gathering in her honor. A former patient and spouse were included in the OMH meeting and were very complimentary of the life-saving services received by LCFR. McDade later visited LCFR Station 1 to see the facility and equipment available for department use.
5. Approval of minutes of the March 9, 2011 Board meeting  
Motion made by Krickhahn to approve minutes as written second by Wilkey. All ayes, motion carried.
6. Discussion and action cell phone policy  
Concerns were brought to the attention of Stotts after approval of the cell phone policy and resolution 2010-10 drafted by Attorney Hector de la Mora. After review of the staff concerns and review of the drafted policy from LCFR and the Village of Chenequa, Stotts drafted a policy and submitted it for review by the Board members. Tax concerns were brought up as well as cell service and who would be participating in the program. Chief Edwards discussed the concerns from staff regarding the cost and inconvenience of carrying two cell phones, liability concerns and explained what full-time staff would need to be included in the phone allowance. Fire Board has requested that the draft presented to the Board for review is reviewed by Attorney delaMora or Polinske. If no changes are made the Board would accept the policy as written. Motion was made by Krickhahn to approve the Cell Phone Allowance Policy as written contingent upon review and approval of Attorney delaMora. Any changes made will void this motion and require the Board to revisit the policy. Second by Wilkey, all ayes, motion passed.
7. Discussion and action on Residency policy  
Chief Edwards explained that the residency policy is in need for review as he felt it was no longer necessary to require the full-time staff to live in the City of Delafield. He felt that many other departments have lifted their restrictions and is comfortable doing the same for LCFR full-time staff. He said there have been some discussions about the affordability of living in this area, and stated he did not feel this would compromise the ability for LCFR to properly staff. Residency requirements for other staff members would remain the same. Motion was made by Wilkey to accept Chief Edwards' recommendation to do away with the full time staff residency policy but maintain the residency requirements for the paid-on-call staff. Motion was second by Urbancheck. All ayes, motion was passed.

8. Monthly topic by LCFR Staff: Annual report preliminary draft

Chief Edwards distributed the preliminary draft of the annual report to the Board members, reviewing the type and volume of calls thru 2010. Clarification and questions will be addressed at the next meeting with a final Annual Report. Board members asked if this information would be made available to everyone. Chief Edwards stated it would be posted on the website once completed and Chief Edwards will visit all municipalities to present their copies and make himself available for questions

9. Treasurer's Report

- a. Ambulance billing and collection update (ADPI and Andres)-Collections were addressed per spreadsheet. ADPI is decreasing as anticipated and Andres has begun seeing returns on their billing which began the first week of February. So far they have collected over \$14,000. Rosch said payments and activity between the different billing companies and different modes of deposit have been challenging but getting better. Rosch has spoken to the Auditor who had hoped to get a preliminary report to us before our meeting but it has not been received.
- b. Board reviewed balance sheet, revenues and expenses, and reconciliations, thru 04/14/2011. Ambulance billings tracking ahead, otherwise LCFR tracking pretty close to budget for the first quarter.
- c. Board approval of check journals/disbursements over \$1,500  
Motion by Urbanchek to approve check journals and disbursements greater than \$1500 from 02/09/2011 thru 03/09/2011 (Ck# 2034 for \$1,711.53, Ck# 2054 for \$1,805.23, Ck# 2060 for \$16,377.30, Ck# 2073 for \$4,577.32, Ck# 2079 for \$16,656.00. Ck#2081 for \$2,743.25)  
Second by Wilkey, all ayes, motion passed. Motion by Wilkey to approve check journals and disbursements greater than \$1500 from 03/09 thru 04/12/2011 (Ck#2087 for \$9,815.56, Ck# 2093 for \$1,761.20, Ck# 2106 for \$1,676.54, CK# 2110 for \$2,658.32, Ck# 1641 from M&I Bank for \$150,000). Second by MacDougall, all ayes, motion was passed.

10. Chief's Report

- a. FD Staff/Personnel Activities-DC Herzberg has been involved in WEMSA, and is now a member of the Board of Directors for the WEMSA.
- b. Training Updates-Training continues to be on Tuesday nights. Recent mandatory annual testing was done for Paramedics, final results have not all been completed. Captain Bowen is in the process of application/approval of LCFR to be a training center.
- c. LCFR Call Activity report-Interfacilities and fire calls continue to be down from last year but tracking of all calls puts LCFR 50 calls ahead of last year.
- d. Equipment Status-Continue to have issues with Ford Ambulance. There have been discussions with the Ford customer service representative. Board members proposed ideas as to how to address this issue with the auto makers responsible and Chief Edwards will follow-up and report back next month.
- e. New business-Retirement Party for Dick Hagemann is planned for Wednesday, May 4 at the Brew Haus in Delafield from 4-8pm. All current and past staff and spouse, board and commission members, as well as area fire chiefs will be invited. Invites going out this week. The LCFR has also received a grant for \$137,000 for turn out gear. By the efforts of DC Keith, DC Fennig and full-time FF/Paramedic Nick Heltemes, we were able to secure the grant. We are continuing to look for other appropriate grants for the department. Also, Colders has donated a tan, leather recliner for Station #2 staff use. The furnishing of Station #2 is the last thing needed before people will staff the staff at night. Funding of these costs is being discussed. Chief Edwards will report back to the Board next month.

11. Confirmation of next meeting

Next meeting will be Thursday, May 12, 2011 at 6pm at Station #1 in Delafield.

12. Adjournment

Motion to adjourn was made by Bellin at 7:50pm and second by Wilkey. All ayes, motion passed.