



Lake Country Fire & Rescue – **Fire Board** Meeting  
Chenequa – Delafield – Nashotah  
Fire Station #1  
115 Main Street, Delafield  
**Thursday, May 12, 2011 – 6p.m.**  
**MINUTES**

1. Meeting call to order

Meeting was called to order at 6p.m. by President Stotts with the Pledge of Allegiance.

2. Roll call

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

3. Public Comments

Nashotah Village President in attendance with concerns related to proposed cell phone policy revision. Stotts offered that Lartz comments be held until Cell phones visited on the agenda. Lartz preferred to comment at that time as well. No other public comments.

4. Communication

Several communications received over the last month. Letter from Nashotah Village President regarding staffing of Station #2 received and distributed. The awarding of funds raised during the Friends of Nashotah fundraiser in April 2011 from Barry Szymanski for \$350 and Richard and Susan Wilkey for \$450. An additional letter from the Friends of Nashotah regarding a donation of \$2900 for the purchase of four leather Bulldog Tuff Comfort “firefighter grade” recliners for Station #2. Lastly, there was a Facebook communication forwarded to the Board regarding a recent fire call, thanking the staff for their work.

5. Approval of minutes of the April 14, 2011 Board meeting

Motion made by Wilkey to approve minutes as written second by MacDougall. All ayes, motion carried.

6. Discussion and action regarding Resolution 2011-1: Resolution to Adopt a Wireless Communication Stipend Policy and Exhibit A acknowledgment of employee receipt of policy

Regarding the tax concerns at the last Board meeting, the Attorney has not responded with feedback as of the meeting time, however, the Auditor recommended that the department collect cell phone bills to substantiate the cost of the phone plan the employee has and be sure their costs are not less than what is being provided in the stipend. The Auditor stated the department is not responsible for how the employee files their taxes and as long as the stipend does not exceed the cost of the cell phone service, the stipend is not taxable, nor does it require the department to include the stipend in the wages of the employee. Lartz was given the opportunity to comment. He suggested the policy should state the stipend was available to appropriate full-time staff, a correction of this oversight will be made. He also raised concerns regarding the cost of replacement phones if they were damaged during on-duty use and the actual savings a stipend would be for the department. It was explained the current cell phone bill the department has been paying since last year has been less than expected as several department personnel have left the department plan in anticipation of the change in policy to allow a stipend. The department feels the chief and 3 Deputy Chiefs should carry a smart phone, capable of receiving email correspondence and the captains will have a phone with basic service. Urbanek volunteered to contact carriers and check out potential plans and costs/savings for both options and report back at the next meeting.

7. Discussion and action regarding Resolution 2011-2: Pre-Tax employee contributions to the WI Retirement System

Rosch asked the Board to approve the Resolution 2011-2 allowing the employees to make pre-tax contributions to the WI Retirement System once the Governor’s Repair Bill is passed. In anticipation of the passing of this law requiring employees to share the cost of their retirement contributions now paid by their employers, several area communities are also taking steps to lessen the blow to the employees. Motion was made by Wilkey to approve Resolution 2011-2 Regarding the Pre-Tax Employee Contributions to the Wisconsin Retirement System, second by Urbanek. All ayes, motion was passed.

8. Discussion and action on the establishment of a new line of credit with Town Bank

Rosch asked the Board for permission to pursue the establishment of a new line of credit with Town Bank. Claudia Millot from M&I has inquired if we are going to renew our line at M&I. Preliminary conversations with Town Bank were very favorable and the loan officer we spoke with when opening our new accounts in February felt the fees would be minimal. He further stated that they already had relationships with the other communities so thought it would be an easy task to obtain the necessary paperwork. Stotts reminded the Board of the costs incurred last year to establish a line of credit with M&I as well as the on-going fees we are paying. Stotts felt we paid more than we should have in both interest and bank fees incurred. Motion was made by Wilkey and second by MacDougall to give Stotts, Edwards and Rosch permission to negotiate a new line of credit loan for 2011. All ayes, motion was passed.
9. Monthly topic by Chief Edwards: Capital Budget

Included in the Board packet was a copy of the Capital expenditures when the Lake Country Fire & Rescue Department was created. Chief Edwards explained to the Board that the timelines are driven by the NFPA (National Fire Protection Agency) and this schedule was the one used in the merger of the department and creation of LCFR. He also added there are a few changes that may be made based on the department needs and the wear of the vehicle. Particularly he was considering the need for one vs. two Pumpers. Edwards to review the list of capital equipment and make recommendations.
10. Treasurer's Report
  - a. Ambulance billing and collection update (ADPI and Andres), review of spreadsheet comparison. Collections continue to be improving for AMB with ADPI collections falling off as expected. Board would like to meet with AMB staff to see their thoughts on the trending of billing and receivables and what projections they can project for LCFR or any suggestions for improvement. Rosch to contact and arrange for a representative to come to the next Board meeting.
  - b. Board reviewed balance sheet, revenues and expenses, and reconciliations, thru 05/12/2011. Rosch noted that Delafield is contributing the last portion of Capital Budget as the ambulance is expected in June or July and other expenses have been incurred for equipment already. Review of expenses generally a little ahead of pace but Board reminded there are several expense areas that are front loaded such as insurance, contracts and the purchase of a new monitor from the Ambulance Operation budget. Also of note was the fuel expense.
  - c. Board approval of check journals/disbursements over \$1,500 (Check#1642 for \$60,000 for transfer of funds to other operating account, check#2148 for \$1,612.81, ck#2164 for \$3,040.00) from 04/15/2011 thru 05/12/2011.
11. Chief's Report
  - a. FD Staff/Personnel Activities-Has begun staffing Station 2 with personnel as available. Chairs have been donated by the Friends of Nashotah. There is no cable/internet service on the second floor, but it works on the main floor. Lartz to look into problem. Also in need of a computer storage cabinet recommended by our IT person.
  - b. Training Updates-Recent extrication training provided by 5 Alarm gave staff opportunity to practice skills. Also had a recent Paramedic refresher and testing.
  - c. LCFR Call Activity report – We are up 63 calls from this time last year. Activity report reviewed.
  - d. Equipment Status – Ambulance is still running without any current problems. Staff is watching carefully and any new developments will be reported. Chief Edwards acknowledged the correspondence that was sent by Wilkey to a FORD representative and thanked her for her efforts.
  - e. New business – New ambulance slated for July delivery. Chief Edwards was invited to WCTC to be a part of a panel of guest Chiefs for the graduating class. Retirement party for Chief Hagemann went well and was well attended. In the process of selecting new fire gear to be purchased with recent grant awarded to LCFR.
12. Confirmation of next meeting:

Next meeting date confirmed for Thursday, June 9, 2011 at 6pm at Station #1 in Delafield by all attending.

13. Adjournment

Motion was made to adjourn by Wilkey at 7:54pm, second by Urbanek. All ayes, motion carried.