



Lake Country Fire & Rescue – **Fire Board** Meeting
Chenequa – Delafield – Nashotah
Fire Station #1
115 Main Street, Delafield
Thursday, June 9, 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, Jeff Krickhahn, Bob Bellin, Gerry MacDougall, Chief Edwards and Secretary/Treasurer Sandy Rosch. Absent were Susan Wilkey and Theresa Urbanchek.

3. Public Comments

No public comments

4. Communication

A Village of Chenequa resident called Stotts June 7th to commend the LCFR staff on the “outstanding, incredibly focused and extremely professional” crew of people who responded to their recent 911 call. Additionally, there was a card sent from a City of Delafield resident thanking LCFR Paramedics for their “great” care on a recent 911 call.

5. Approval of minutes of the May 12, 2011 Board meeting

Motion made by Bellin to approve minutes as written second by MacDougall. Krickhahn abstained, all other ayes, motion carried.

6. Monthly topic: Review of Ambulance fees and accounts receivable presented by Sarah Wroblewski, Andres Medical Billing, Director of Operations

Wroblewski distributed a summary of billing stats prepared for the meeting, stating she had focused primarily on the accounts generated in January of this year for her data. With no other prior history for LCFR, she told the Board members she was very conservative in her calculations. Wroblewski stated LCFR had a great payor mix and commended the staff on the records and information collecting they do. After Wroblewski subtracted the discounts from Medicare and Medicaid clientele, she felt 75% collection of fees was feasible. Any remaining unpaid patient responsibilities would be turned over to collections where tax intercept would be one method of collecting the remaining balances. The billing process leading up to turning accounts over to collection was reviewed and Wroblewski stated the staff has identified accounts ready for collection. When asked about our ambulance fees, Wroblewski stated they are on the upper side of the range and recommended they not be increased. Wroblewski volunteered to return in September with an updated summary and projection. Board members agreed to meet again in September.

7. Discussion and action regarding Annual Audit, Jim Frechette to present report

Reports were provided to Board members. Frechette pointed out that all monies advanced in 2009 for start-up costs for the year 2010 were included in the 2010 accounting. Motion was made by MacDougall to accept the 2010 audit as written and was second by Bellin. All ayes, motion was carried. Motion was made by Krickhahn to direct Rosch to make the recommended 2010 adjustments for 12/31/2010 per Auditors request. Motion was second by Stotts, all ayes, motion carried.

8. Discussion and action regarding referral of collection accounts from ambulance billing

Board presented with 3 options for collection account referrals. Pros and cons of each were discussed. Motion made to refer accounts to Stark by Krickhahn, second by Bellin. All ayes, motion carried.

9. Discussion and possible action regarding request from Village of Nashotah to approve a proposed lease for fire station # 2

Review of contract by attorney has not been completed. Deferred until next Board Meeting.

10. Discussion and action regarding Resolution 2011-1: Resolution to Adopt a Wireless Communication Stipend Policy and Exhibit A acknowledgment of employee receipt of policy. Research presented.
At the request of Urbanchek, who could not be present today, this agenda item has been postponed until the next Board meeting.
11. Proposed budget workshop schedule
Budget workshop scheduled for Thursday, August 4th at 6pm, Station #1 with follow-up workshops tentatively scheduled for every Thursday until the completion of the 2011 Budget.
12. Treasurer's Report
 - a. Ambulance billing and collection update (ADPI and Andres) was distributed to Board members. Collections remain strong, surpassing last yr by \$20-25K (Andres only, Andres and ADPI combined would be \$30-35K). Line of credit renewal through Town Bank has been applied for and we are awaiting response from the bank.
 - b. Board reviewed balance sheet, revenues and expenses, and reconciliations, thru 06/09//2011. Rosch noted again that Delafield is contributing the last portion of Capital Budget as the ambulance is expected in July. Review of 2011 expense budget is at 35.7% as of 5/31/2011.
 - c. Motion was made by MacDougall to approve check journals/disbursements over \$1,500 (Check#2164 for \$3040.00, Ck#2165 for \$3437.55, Ck# 2171 for \$2160.86, Ck# 2193 for \$2003.24, Ck#2194 for \$2399.53) from 5/12/2011 thru 06/09/2011, second by Bellin. All ayes, motion carried.
13. Chief's Report
 - a. FD Staff/Personnel Activities: Edwards informed the Board that the forestry staff person from Chenequa has resigned from LCFR. He explained it was a part of the LCFD job description prior to the merger of departments but this staff member has recently moved and had personal changes in his life where he felt he needed to leave the LCFR. Edwards also discussed the staffing of Station 2 department goals and that staffing has begun and will continue to increase. Chairs are anticipated to be delivered within the next week. Dive team leader has resigned his position due to some personal/work commitment conflicts. There is another experienced staff member that is willing to step in and work with the group. Edwards is currently working through this.
 - b. Training Updates: there is a mass casualty drill occurring Monday, June 13 in Dousman that LCFR will be participating in. This type of training is required yearly and next year we have volunteered to host the drill at St. John's.
 - c. LCFR Call Activity report: call report distributed. Very busy last night with a Lightening strike in the Town of Delafield, Stone Bank barn fire, a house fire in Dousman and EMS calls
 - d. Equipment Status: Apparatus has been switched around, based on community needs and accessibility, Chenequa has sold their truck that was taken out of service, LCFR continues to have concerns with Ford Ambulance. Hector is reviewing documentation. Board members would like to look at what the cost to repair the vehicle would be. Edwards to look into this.
14. Confirmation of next meeting
The next meeting is scheduled for Thursday, July 14, 2011 at 6pm at Station #1 in Delafield.
15. Adjournment
Motion was made by Krickhahn to adjourn, second by MacDougall at 8:26pm. All ayes, motion carried.