



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

1. Meeting call to order

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

2. Roll call

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

3. Public Comments

No public comments

4. Communication

Included in the packet were letters from Carolyn Oddsen, an RN from Oconomowoc Memorial Hospital, thanking the LCFR for their participation in the June 13th mass casualty drill as well as a letter that accompanied a donation of batteries from Duracell. Both Station #1 and Station #2 received donations from Duracell for 8-24 packs of AA batteries and 4-20 packs of AAA batteries as a thank you for the commitment to keep our local neighborhoods safe. President Stotts shared with the Board that he and Chief Edwards had an informal lunch meeting with Don Weimer from the Fire Board of the Villages of Summit and Oconomowoc Lake, inquiring about the possibility of LCFR having any interest in adding another community to the LCFR Agreement. He explained that the Fire Boards are looking to make a change and are exploring their options at this point. Stotts and Edwards stated they have informally mentioned the interest to some officials but did not have information to report to the communities at this point. MacDougall shared communication he recently sent to the Lake Country Reporter following an article published in that newspaper. Stotts was contacted by Weimer today requesting an opportunity to meet to gather additional information. A motion was made by Bellin to create an exploratory sub-committee with representation from all 3 communities and the Fire Chief. The mission of this subcommittee would be to meet with the Village of Summit and the Village of Oconomowoc Lake committees, gather information, determine if there could be financial savings, look at call volumes, territory and compatibility and report their findings to the Fire Board. The motion was second by Wilkey. All ayes, the motion was carried.

Appointed to this subcommittee were Gerry MacDougall, Susan Wilkey, Jack Edwards and Rod Stotts.

5. Approval of minutes of the June 9, 2011 Board meeting

Motion by MacDougall to accept the June 9, 2011 minutes as written was second by Krickhahn. All ayes with exception of Urbanchek and Wilkey abstaining. Motion was carried.

6. Discussion and action regarding the acceptance of the grant awarded to LCFR for turn out gear

A memorandum was presented to the Board outlining the steps that were taken in regards to the FEMA grant and the recommendation for purchasing. Motion was made by Krickhahn to accept the FEMA grant as written and accept the recommendations of the LCFR staff regarding the purchase of the turnout gear. The motion was second by Wilkey, all ayes and the motion was carried.

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

President Stotts had explained there have been some changes to the lease agreement, but we were waiting for a final document, reviewed by the Attorneys. This was deferred until the next meeting.

8. 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 to be presented.

Urbanchek told the Board she had difficulty connecting with DC Herzberg to prepare any information for the group. DC Herzberg presented some cost comparisons as well and outlining of the benefits to using an allowance versus requiring a second phone be carried by staff. Savings would be realized in the equipment

purchasing, insurance coverage and the actual cost of the plan if the staff would return to the current phone service. Motion made by Krickhahn to approve the current proposed policy with a stipend of \$50/month for phones with data plans and \$25/month for phones without data plans with the recommendation that employees carry insurance on their phones. Work related damage will be handled on a case by case basis by the Fire Chief. Motion was second by Urbancek. All ayes, motion was carried.

9. Treasurer's Report

- a. Ambulance billing and collection update (ADPI and Andres): ADPI collections continue to dwindle as expected. Rosch has requested that accounts for collection be identified so we can begin to move them over to Waukesha County Collections. ADPI collections down slightly as they had a holiday in this month and Medicare payments were significantly less than we have been seeing. Sarah Wroblewski said her staff is looking into Medicare re-imburements. Stark and AMB have begun to establish processes in the referral of accounts to Stark for collection. Some accounts have already been identified for collection and just waiting for the set-up to be completed.
- b. Board review of balance sheet, revenues and expenses, and reconciliations, thru 07/14/2011: Review of reports shows LCFR at 42% of expense budget half way through 2011 and ambulance billings significantly ahead at 72%. Rosch explained that AMB has a system where they automatically take contractual write-offs at the time of the initial billing, leaving actual collectible A/R balances. An additional report was distributed comparing 2010 to 2011 revenues and expenses.
- c. Motion to approve check disbursements over \$1,500 (Town Bank: ck#2210 for \$1,552.29, ck#2211 for \$15,699.00, ck#2221 for \$3,202.50, Ck#2222 for \$1,633.41, ck#2225 for \$2,095.00, ck#2241 for \$1,559.07, ck#2242 for \$3,670.16 and ck#2243 for \$2,900.00 and M&I Bank funds transfer-ck#1640 for \$17,000) from 06/09/2011 thru 07/14/2011 by Urbancek, second by Wilkey. All ayes, motion carried.

10. Discussion and action with possible resolution regarding the renewal of the LCFR line of Credit with Town Bank

Town Bank has provided the "Revolving and Term Credit Agreement" for a line of credit to be established between Town Bank and the Lake Country Fire & Rescue, City of Delafield, Village of Nashotah and Village of Chenequa, as co-borrowers. The document was provided to the Board members and reviewed. There are no additional attorney fees at this point, the terms were reviewed by the Board. The document has been forwarded to Lisa Polinske, Attorney for de la Mora and de la Mora for review. Motion made by Krickhahn to authorize the three signers to sign and accept the line of credit agreement prepared by Town Bank contingent on the review and agreement of Lisa Polinske. Motion was second by Urbancek. All ayes and motion carried.

11. Mid-year review of revenue stream to budget and expenses and determine if any adjustments are required

After review of financial statements presented and discussion from the Board members it was determined that the revenue stream was ahead of budgeted expectations. Expenses have been held to 42% overall at the half-year mark. Motion by Krickhahn to proceed with the budgeted adjustments effective from July 1, 2011 was second by Wilkey. All ayes, motion was carried.

12. Chief's Report

- a. FD Staff/Personnel Activities-Recommendation from the Board to gather data on the number of calls that staff has responded from Station #2 was made. Chief Edwards explained the staff is already looking at tracking that data. The members asked Edwards about the frequency of the LCFR newsletter. Krickhahn mentioned to Chief Edwards the communication he received from a staff member. Board members asked if there was any plan to expand the staffing at Station #3. Chief Edwards explained at this time there is not. The building layout and accommodations was looked at early on, but based on community needs, any expansion to that station at this time was not a priority.

- b. Training Updates: A training is planned for next week involving a special rescue with the PD boat allowing the staff to use their water rescue skills.
- c. LCFR Call Activity report: Chief Edwards briefed the Board on a significant fire recently handled by the department in Nashotah. The activity report was reviewed with Board. Overall call volume up 52 calls this year over last due to an increase in EMS related calls. Fire calls are down from last year. There were 27 times LCFR had back to back calls, 4 times there were 3 calls back to back and 5 times there were 4 or more calls going on at the same time for the month of June.
- d. Equipment Status: Ladder truck problem was minimal cost, committee recommended the selling of 4563 and felt replacement was not necessary. Continued discussions with FORD regarding ambulance repair and warranty issues has resulted in the decision they will not do anything further to address our concerns on the reliability and performance of this vehicle. The Board has requested we get something in writing from FORD to document their stand and directed the Chief to present options from repair alternatives to replacement of this vehicle to the next board meeting.
- e. New business: Signs installation is almost complete in Chenequa making streets and addresses easier to identify.

13. Confirmation of upcoming meetings:

Budget Workshop on Thursday, August 4, 2011 at 6pm at Station #1,

Board meeting/possible budget workshop on Thursday, August 11, 2011 at 6pm at Station #1

Annual meeting is scheduled for Thursday, September 8, 2011 at 6pm, Station #1

14. Adjournment

Motion to adjourn by Wilkey was made at 8:16pm, second by MacDougall. All ayes, motion carried.