



Lake Country Fire & Rescue – **Fire Board** Meeting  
Chenequa – Delafield – Nashotah  
Fire Station #1  
115 Main Street, Delafield  
Thursday, August 11, 2011 – 6p.m.  
MINUTES

1. Meeting call to order  
Meeting was called to order at 6:02 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, and Bob Bellin. Jeff Krickhahn was absent. Chief Edwards and Secretary/Treasurer Sandy Rosch were also present.
3. Public Comments  
No public comments
4. Communication  
FORD letter was included in the packets of the Board members. The letter stated they will not be able to help us any further with our FORD Ambulance.
5. Presentation of letters regarding the grant awarded to LCFR for turn out gear  
Thank you letter was presented to Deputy Chief Fennig for his efforts in the process of obtaining the FEMA Grant for \$137,000 of turnout gear to benefit the entire department
6. Discussion and possible action regarding request from Village of Nashotah to approve a proposed lease for fire station # 2  
The final document has not been forwarded to us from the Village of Nashotah. Stotts asked Urbanchek to check with the Village and have them forward the document as well as a PDF of Macy's comment to us. The item has been deferred until the September meeting.
7. Discussion and possible action regarding the appointment of Attorney Nancy Pirkey from Buelow, Vetter, Buikema, Olson & Vilet, LLC as LCFR Labor Attorney and resource  
Chief Edwards has recently been dealing with a personnel issue that needed legal direction. He explained that Dr. Tyre was also notified from the Fire Commission. After speaking with Attorney delaMora, he was referred to the Law Offices of Buelow, Vetter, Buikema, Olson & Vilet, LLC. Attorney delaMora felt this group is better equipped to deal with employment law. Edwards was able to speak with Attorney Pirkey to gather information and inquire about her services and fees. He is asking the Board to allow him to utilize their services if needed to resolve his current issue and to have a resource if there are future needs in this area. Pirkey would not be utilized as primary counsel. Questions were asked if there is a conflict since Pirkey represents the City of Delafield. Board members felt if there was a conflict, the attorney would be able to identify it and we would have to deal with that as it presented. Motion was made by Wilkey to appoint the law Offices of Buelow, Vetter, Buikema, Olson & Vilet, LLC as our legal counsel for personnel matters. The motion was second by MacDougall. All ayes, motion was carried.
8. Sub-Committee Update following meeting with Villages of Summit and Oconomowoc Lake  
Stotts, MacDougall and Edwards were able to attend a meeting with representatives from the Village of Summit and the Village of Oconomowoc Lake. The group reported that the communities have shared information and LCFR has provided them with the annual report and budget. The group states the goal of the communities is cost savings, efficiencies and improved response times, and ultimately membership in the LCFR agreement. It was noted that the other communities had commented that LCFR is frequently the first on scene for Intercept calls and have never declined services. The community's representatives are meeting with other communities to determine what will best suit their needs. Edwards and Deputy Chief Fennig have been using the formula from the consultant Ed

Henschel and have laid out some scenarios. The group would like to meet and review the information gathered and how this could impact all communities involved as well as the communities wanting to become involved with LCFR. The group would like to prepare an executive summary. A meeting was scheduled for Tuesday, August 16, 2011 at 10:30am at Station #1 in Delafield. An Agenda will be posted.

9. Discussion and possible action concerning amending Intermunicipal Agreement to allow LCFR to contract ambulance services

Attorney delaMora was asked to review the Intermunicipality Agreement to determine if LCFR can contract EMS services to other communities as they do for Intercept and Interfacility services. After review delaMora submitted a written opinion stating LCFR can enter into a contract to contract EMS services to other communities, however not without extending the service area (per Paragraph III(A) as the agreement is written. In order to do this the municipalities would need to approve the agreement. The Intermunicipality Agreement needs to be reviewed and clarified as to the extent of the Boards lawful powers and duties and what authority they have related to the execution of all contracts and agreements. Board discussion included the current ability to contract intercepts and interfacility services and analogy was presented by MacDougall in relation to the way Del-Hart is managed. Motion was made by Urbanchek to ask Attorney delaMora to draft a resolution requesting the municipalities amend the Intermunicipality Agreement to modify the boundaries and allow LCFR Board to contract services (i.e. Intercepts, Interfacilities and contracted EMS services) with communities outside of the City of Delafield, Village of Nashotah and Village of Chenequa. The motion was second by Wilkey. All ayes, motion carried.

10. Presentation of FORD Ambulance Repair/Replacement, Options and possible action

Chief Edwards presented the Board with options to address the FORD Ambulance repair issues. After his investigation of options he felt the best option would be to remove the box and mount it onto a new cab and chassis at a cost of \$80,670.00. Chief Edwards feels this option will give the department virtually a new ambulance with a life expectancy of 10 years. DC Fennig stated he had spoken and corresponded with three vendors regarding the option proposed by Chief Edwards. MacDougall wanted to be sure the City of Delafield's interest is taken into consideration when moving forward as the vehicle is owned by the City. Board members discussed the process and what the next step was to proceed. Stotts asked Chief Edwards to be sure to check and see if down payment would be required or if there would be any upfront costs or just at time of completion of work. Motion was made by Wilkey and second by Bellin to adopt option #4, work to be done by north central Ambulance at the cost of \$80,670.00 as recommended by Chief Edwards. The funding is to come from capital budget for 2012. All ayes, motion was carried.

11. Discussion and possible action regarding the 2012 Annual LCFR Budget

Final budget draft was presented to the Board. Absent from the updates was the cost of the health insurance premium increases. Rosch states the information is usually out by September as the State presents the information to municipalities. Minor changes highlighted by Chief Edwards. Board members would like to wait and see what increase is needed for health insurance before approval of budget. Members agreed to meet on September 1, 2011 for final budget review and approval pending receipt of insurance premium information.

12. Treasurer's Report

a. Ambulance billing and collection update (ADPI and Andres)

ADPI has minimal collections for July and Andres collection was at \$36,498.75. Rosch has spoken with ADPI and they are doing a "final sweep" of the accounts to determine if the remaining accounts can be forwarded to collections. Small balance write-offs were taken for balances of \$10 or under in preparation of collection referrals. Andres has been identifying account to send to collections and our first batch has been processed by the new collection service (Stark Agency).

b. Board review of balance sheet, revenues and expenses, and reconciliations, thru 08/11/2011  
Expense tracking is still below expected levels and payment has since been received by the

City of Delafield to make the Capital fund whole. Increase in vehicle maintenance in early August was noted and fuel expenses are at 99% of fuel budget. Stotts told Board members that current bank account balances are ahead of last year at this time by approximately \$100,000.

- c. Motion to approve check disbursements over \$1,500 (Town Bank: ck#2278 for \$1,816.25, ck#2283 for \$1,423.85, ck#2289 for \$8,543.41 and no M&I Bank check transactions for this period) from 07/15/2011 thru 08/11/2011 by Wilkey, second by MacDougall. All ayes, motion carried.

### 13. Chief's Report

- a. FD Staff/Personnel Activities-Chief Edwards presented a staffing calendar that notes the shifts that were staffed at Station #2 for July. A question related to "Volunteer Firefighters" was brought up by a Board member. Edwards clarified that LCFR staff is compensated for their time worked when they come in for a call or attend training or sign up for shifts at the Fire Station.
- b. Training Updates-Due to some high temperatures some training schedules were rescheduled
- c. LCFR Call Activity report – an update call summary was distributed in the Board packet. Call volume continues to track ahead of last year with the exception of Interfacility and Fire Calls. LCFR is 54 calls ahead of last year's totals at this time.
- d. Equipment Status – Ford discussed earlier. Maintenance issues have been above normal as discussed earlier. Engine 4563 had been inactivated and returned to Chenequa.
- e. New business – County Executive Dan Vrakas contacted Chief Edwards to notify him that LCFR was nominated by Stotts and has won the award as Waukesha County's "Government of the Year". There will be a luncheon held on October 6, 2011 at the Country Springs Hotel. Details will be available soon and Stotts encourage all Board members to attend if possible. Information regarding costs and how to reserve a table will be forwarded to Board and Commission members when it becomes available.

### 14. Confirmation of upcoming meetings:

Budget workshops Thursdays, September 1, 2011 at 6 pm, Station #1  
Annual meeting is scheduled for Thursday, September 8, 2011 at 6 pm, Station #1  
Next Board meeting is scheduled for Thursday, September 8, 2011 at 7 pm, Station #1

### 15. Adjournment

Motion to adjourn was made by Bellin and second by Wilkey at 7:47pm. All ayes, motion was carried.

