



Lake Country Fire & Rescue – **Fire Board** Meeting
Chenequa – Delafield – Nashotah
Fire Station #2
N44 W32787 Rasmus Road, Nashotah
Wednesday, July 21, 2010 – 6p.m.
MINUTES

1. Meeting was called to order by President Stotts at 6:01pm.
2. Roll call
In attendance were President Stotts, Vice President Gordon Gunnlaugsson, Gerry MacDougall, Susan Wilkey, Jeff Krickhahn, Theresa Urbanek, Chief Jack Edwards, Chief Hagemann and Secretary/Treasurer Sandy Rosch.
3. Public Comments none
4. Communication Correspondence Letters from Congressman Jim Sensenbrenner, Jr. were shared with the Board. One was related to our Social Security approval to participate in the Wisconsin Retirement System (WRS) and the second was a reply to President Stott's letter regarding his thoughts on legislation affecting public safety workers' freedom to unionize. A third correspondence from the Fire Chief from Eagle thanking the LCFR staff for their help after the tornado touchdown in the Town and Village of Eagle on June 21, 2010.
5. Approval of minutes of the June 16, 2010 meeting
Motion made by Wilkey to approve the minutes from the May 19, 2010 meeting, second by Krickhahn. All ayes, motion carried. Gunnlaugsson abstained from voting.
6. Discussion and possible action regarding cell phone allowances
Stotts explained to the Board members that Attorney Hector de la Mora was looking into the legal issues associated with this request and needed additional time to review new rulings. Urbanek suggested we utilize the findings of the Village of Chenequa and the City of Delafield before we go any farther with our attorney's research of the same information. It was explained that de la Mora has already done some research into the legal considerations but Rosch will call him and ask that he suspend further time until we have some information from the other attorneys for consideration and review. Further discussion and action on this topic will occur when more info is available.
7. Discussion and possible action on recommendations from Compensation and Wage committee
A handout was provided to the Board with results from the compensation and wage study. LCFR was below the average in all categories listed. Gunnlaugsson requests the private sector be surveyed and considered while other board members did not feel private and public sectors were a fair comparison. Residency and living requirements for full time staff was also discussed. The Board recognized further work and consideration was needed to address compensation and wages but state changes may need to be done in increments. A bonus system was mentioned for the Chief or the Chief and the Deputy Chief's to start. Bonus could be driven by budget as well as other factors. Chief Edwards advocated the need for a wage structure or ladder to be established and put

into place to keep the employees competitively paid and retained. The Board was looking for more variables to compare the study findings. President Stotts recommended the discussion continue at the next meeting after the Board has had time to review and consider the data presented.

8. Treasurer's Report

- a. Board review of balance sheet, revenues and expenses, and reconciliations, thru 6-30-2010. Rosch stated the transfer of all data from the old QuickBooks to the new QuickBooks has been done and reconciliations match. The current statistics account for the entire first half of the year inclusive of all ambulance billings and intercept billings to date. Reports reflect the new format for the budget as well and all Board members were provided a worksheet that details where the accounts from the old layout are in the new format.
- b. Motion by Urbanchek to approve check journal and disbursements over \$1,500 (Ck#ACH to ETF/WRS for \$81,620.60, Ck#1293 to the M&I Card for \$1800.51, Ck#1297 to Intermedix for \$1778.88, Ck#1309 to Med Alliance for \$1667.97, Ck#1310 to Rennert's Fire Equipment Services for \$5867.09, Ck#1314 to Bendlin Fire Equipment Co for \$6766.00, Ck#1315 to City of Delafield for \$2783.71, Ck#1332 to R & R Insurance for \$8676.00, Ck#1341 to Red Uniform Taylor for \$2676.32) written between 6/16/2010 and 7/22/2010, second by MacDougall. All ayes, motion passed.
- c. Review of ambulance service and revenue. Discussed the recent oversight and error from billing service in not billing approximately 50% of the calls made for the month of June. Conference call between billing rep, Chief Edwards and Rosch was done to discuss concerns of poor attention to account and poor follow-up of accounts. Rep has stated that measures have already been taken to increase staffing to address the concerns we had. A follow-up conversation is scheduled with the rep after the next month end reports have been made available. Board members were very concerned as well with performance and discussed the possibility of looking elsewhere to do business if no turn around evident. Medicare payments are down based on the same problem identified. M&I Bank lockbox still not in place. Last of the paperwork has been signed and returned to ADPI-Intermedix for final processing. Estimated time the lock box may be utilized is late August-September first. We have received a credit from M&I for fees that have been taken for the services not used. They have also told us the cost has been reduced from \$200/month to \$125/month. They will begin to charge our account once we begin using the service.

9. Chief's Report

- a. FD Staff/Personnel Activities
- b. Training Updates - Engine Operations/Combat Tactics training. Staff involved and has had a lot of good/positive feedback.
- c. LCFR Call Activity report – There were 202 calls in June, 22 calls back to back, 3 times occurred where there were 3 calls going on at the same time and once the department had 4 calls going at the same time. Of those calls, 57 were for the City of Delafield, 13 for the Village of Nashotah and 11 for the Village of Chenequa. We are at 1,053 calls for the year at the half way point.
- d. Equipment Status (condition/maintenance/recalls/other issues): We have received approval from the Village of Chenequa to obtain the value of Vehicle #4576 (Darling) in preparation of selling it. The vehicle is the property of the Village of Chenequa.

- e. New business – Change of Command Ceremony is planned for August 15, 2010 at 11am with a picnic to follow at Station #2. Invitations will go out to all staff, members of the original committee to form LCFR, each municipalities administrative staff, their governing bodies, the LCFR Board and Commission, the LCFR Chaplain, some past members of the staff and municipalities as well as Representative Dan Varakas. Chief Hagemann reported he is working with Dr. Tyre in the planning of the ceremony and a program for printing for the ceremony. Food to be provided courtesy of the Friends of Nashotah. Hagemann and Edwards updated the Board on the progress of the Nashotah build out. Things are progressing nicely and use of the space may be in September or October.
10. Review of 2010 budget, cash flow analysis Brief presentation of 2011 Budget was made by Chief Edwards. Proposed budget distributed to the Board members for review prior to the workshop. Discussion regarding cash flow and funding of the shortfall expected before year end. Two options for funding included taking a bank loan, short-term or line of credit or approaching municipalities for either a loan or advance on 2011 funding. Hector de la Mora to be contacted and make recommendation after review of agreement and consideration of any statute limitations. Stotts estimates the amount needed to fund the short fall may be between \$100,000 and \$275,000 but based on financial reports it looks as if we may be under budget at year end.
 11. Date of next meeting is Wednesday 8/11/2010 at 6pm for budget workshop and Wednesday 8/18/2010 for monthly LCFR Board meeting at 6pm.
 12. Motion to adjourn was made by Gunnlaugsson, second by Krickhahn at 8:41pm.