



Lake Country Fire & Rescue – **Fire Board** Meeting  
Chenequa – Delafield – Nashotah  
Fire Station #1  
115 Main Street, Delafield  
Wednesday, October 13, 2010 – 6p.m.  
MINUTES

1. Meeting call to order  
Meeting called to order by President Stotts with the Pledge of Allegiance at 6:01pm.
2. Roll call  
In attendance were President Stotts, Gerry MacDougall until 6:25pm, Susan Wilkey, Jeff Krickhahn, Chief Jack Edwards and Secretary/Treasurer Sandy Rosch. Also present was Attorney Hector de la Mora. Absent were Vice President Gordon Gunnlaugsson and Theresa Urbanek.
3. Public Comments  
No public comments.
4. Communication  
Written communication was shared from Town of Ixonia for assistance on September 4, 2010 on a residential structure fire and letter from Suzanne Zietz thanking the staff for the care she received during a September EMS call. Also correspondence was shared from a staff member who recently resigned to accept a fulltime firefighter/paramedic position in the Washington DC area.
5. Approval of minutes of the September 15, 2010 Board meeting  
Motion by Gerry MacDougall to approve the minutes as presented for September 15, 2010 was seconded by Wilkey. All ayes, Krickhahn abstained, no further discussion. Motion carried..
6. Discussion and adoption of Resolution 2010-11 allowing LCFR to enter into a promissory note with M&I, Marshall & Ilsley Bank, for an approved line of credit  
Promissory note and resolution from all communities have been collected and turned into Joe, Bogenberger at M & I Bank. He stated he is requesting the bank proceed with an unsecured loan and should know their decision on that item by early next week. Pending the approval of the Resolution 2010-11, Rosch will deliver signed resolution to M&I which will complete all paperwork requirements at this time. Attorney de la Mora felt M&I had requirements over and above what he felt was customary for the loan requested by LCFR. The Board was in agreement. Motion was made by Krickhahn to adopt Resolution 2010-11 for LCFR to enter into a Promissory Note with M & I Bank, second by Wilkey. Roll call vote, Stotts, aye; Krickhahn, aye; Wilkey, aye; MacDougall, aye. Motion carried.
7. Discussion and possible action regarding agreement and services provided by ADPI  
Stotts updated the Board on the meetings with potential EMS billing companies that have taken place over the last 2 weeks. Four companies have been interviewed and ADPI has visited proposing changes to correct the short fall of collections. Stotts stated that we have several follow-up questions that need to be asked as well as reference checks. The group will be ready to report recommendations to the Board at our November meeting. Attorney de la Mora excused himself at 6:36pm.
8. Discussion related to scheduling of Staff at Station #2 following construction completion  
With the nearing completion of Station #2, Chief Edwards shared some staffing ideas they have with the Board. There will be 4 sleep rooms, equipped with beds and televisions, to be utilized by on-call staff. Responses out of Station 2 will be dependent on training and experience of the staff and type of

call. The plan at this time is to staff station #2 with 2 LCFR Staff from 6pm-6am with the goal to staff the Station 7 days a week. There have been some staff that have offered to stay at the Station both during the night and during the day but the Chief is hoping more staff will come forward. There may be some shifting of staff between stations as we move to accomplish this, but Edwards told the Board that he views this as a work in progress until the department finds the right balance. Edwards anticipates the calls from Station #2 to be 250-300 calls per year. Board members stated they feel they have felt a more active presence by the fire department in the bordering City districts as well as the Village of Nashotah since the merger and feel the community will be very happy about the move to staff the station. Board members suggested considering an open house once the construction is completed and staffing has been put in place.

9. Discussion and possible action on meeting calendar for 2011

Review of the 2011 calendar and commitments of the Board members resulted in the preference of meeting the second Thursday of the month beginning in January 2011. Further discussion and action planned for next Board meeting.

10. Treasurer's Report

- a. Board review of balance sheet, revenues and expenses, and reconciliations, thru 10/01/2010. Large month for payroll as September had 3. Other large expenses included the remaining insurance premium for 2010. Cash on hand including tomorrow's payroll is approximately \$140,000.
- b. Board approval of check journals and disbursements over \$1,500 MacDougall motioned to approved check journals from 7/21/10 thru 8/16/2010, 8/17/2010 thru 09/15/2010 and from 9/16 thru 10/13/2010 as presented, second by Wilkey. Roll call vote, Stotts, aye; Krickhahn, aye; Wilkey, aye; MacDougall, aye. Motion carried.

11. Chief's Report

- a. FD Staff/Personnel Activities-Several new hires have been added to part-time POC staff.
- b. Training Updates-Staff and surrounding departments are sharing information related to a unique training and safety issue. Precautions and safety measures were explained. Edwards has also shared information with the Police Chiefs in both Delafield and Chenequa.
- c. LCFR Call Activity report A spreadsheet with the call data was distributed to the Board members. It was pointed out that the Chenequa calls are tracking higher than 2009.
- d. Equipment Status Still looking at replacement ambulances.
- e. New Business Chief Edwards shared some recent awards with the Board from Lake Country Emergency Physicians and the Oconomowoc Memorial Hospital Emergency Department and Jason Sharp, a LCFR staff member and also a member of the Army National Guard.

12. Date of next meeting

Next LCFR Board meeting scheduled for Wednesday, November 17<sup>th</sup>, 2010 at 6pm.

13. Adjournment

Krickhahn motioned to adjourn, Wilkey second. All ayes, motion carried.