

Minutes of August 6, 2009  
Lake Country Fire Department Board Meeting  
Chenequa – Delafield - Nashotah  
Fire Station #1  
N44 W32787 Rasmus Road, Nashotah

1. Call meeting to order  
The meeting was called to order at 6:00 p.m. by President Stotts.
2. Roll call  
Present were President Rod Stotts, Vice President Gordon Gunnlaugsson , and board members Theresa Urbanek, Susan Wilkey, Jeff Krickhahn, and Gerald MacDougall. Chief Hagemann, Chief Edwards, and Secretary/Treasurer Stefanski were also present.
3. Public Comments  
None
4. Approval of minutes of the July 7, 2009 and July 21, 2009 meeting  
Motion by Krickhahn to approve the July 7, 2009 meeting minutes, second by Wilkey. All ayes with MacDougall abstaining, motion carried.  
Motion by Wilkey to approve the July 21, 2009 meeting minutes, second by Urbanek. All ayes with MacDougall and Gunnlaugsson abstaining, motion carried.
5. Chief's Report – Hagemann/Edwards
  - a. Report of department integration  
Interdepartmental training is continuing. There was a recent training at the Chenequa Country Club that was well attended. The departments are reviewing the replacement of SCBA's so all three stations can use the same apparatus.
  - b. Discussion and update on ambulance billing
    1. Current Delafield billing service and contract overview  
Melissa Hunt from Alexander Ambulance Billing gave a brief summation of the services they currently offer to Delafield. They are an ambulance billing company that also does some other emergency billing services. After incidents are entered in the system by Delafield, they do insurance verification and have a bill out to the insurance company or resident within a week. Reports are done monthly with a concentration on accounts over 180 days past due. Payments received are made to the department weekly. New applications to Medicare take about 90 days. This process can begin after processing the NCI application and a new number is received. There will need to be two authorized officials to sign. It was suggested that they be Chief Edwards and Board President Stotts. After the new agreement is signed, a new three-year contract with Alexander can be signed and the old contract with Delafield will be terminated at no cost. Alexander charges a fee of 6% on all collected money. Alexander will prepare a contract for the board for their September meeting.
    2. Explanation of recent write offs  
Diversified Ambulance was Delafield's old billing company. There was several hundred-thousand dollars worth of charges that were never completed or billed.

Delafield had to write-off approximately \$170,000 that had accumulated over the past several years. There is now a double check system in place to avoid this from happening in the future. The new board requested monthly reports showing billing, collections, and an aging report.

6. Discussion and possible action on a bank for the department  
A spreadsheet summarizing services offered from Town Bank, M & I Bank, First Bank Financial Center, and Landmark Credit Union along with material received from Town Bank and M & I Bank was distributed. Motion by Krickhahn to utilize M & I Bank in Hartland for the new departments banking needs, second by Wilkey. All ayes, motion carried. Stefanski will contact M & I to obtain a copy of a corporate resolution and will inquire about credit cards, (\$2,000 for Deputy Chiefs and \$3,000 for Chief.)
7. Discussion and possible action on \$10,000 advance from 2010 budget from municipalities  
Motion by MacDougall to request a \$10,000 advance from the municipalities towards the 2010 budget, second by Krickhahn. All ayes, motion carried. Stefanski will send out a billing according to the current formula.
8. Discussion and possible action on appointing an attorney  
A letter was distributed from attorney Barry Szymanski. His fee is \$150 per hour with a paralegal fee of \$97.50. Hector de la Mora was also mentioned by Gunnlaugsson, but he needed to check with Hartland to make sure there would not be a conflict of interest. If he is still interested, Gunnlaugsson will obtain a letter from him also. His fee is \$150 per hour. This item will be placed on the August 27<sup>th</sup> agenda. Wilkey will head a committee with Stotts and Gunnlaugsson to review the letters and possible meet with the prospective attorneys.
9. Discussion and possible action on 2010 Budget
  - The budget includes a request for a new full-time fire fighter and to change the clerical staff from part-time to full-time.
  - There is a contingency line item of \$75,000. If more funds are needed, the board will go to the municipality.
  - Ambulance rates will be reviewed at the next meeting.
  - Gunnlaugsson questioned the large increase in salaries.
  - Workmen’s Compensation Insurance will be changed from \$65,000 to \$36,000.
  - Employee’s health insurance deductibles are currently paid by the City of Delafield. Their unused sick days are accumulated up to 960 hours. The current hours owed will need to be discussed with the City of Delafield so the new department doesn’t assume that liability.
  - Chief Edwards will add the current LCFD 2009 budget to the comparison figures. A copy of the revised budget including Revenue and Expenditures will be emailed to the board before the next meeting.
10. Insurance
  - a. Property Insurance Review  
A report of liability coverage was distributed by Stotts. Public Officials and Errors and Omissions were listed on the same line. Stotts will check to see if they should be separated.
  - b. Discussion and adoption of Resolution 2009-2 to join LGPIF property insurance pool

Motion by Stotts to adopt Resolution 2009-2 to join the LGPIF property insurance pool, second by Wilkey. All ayes, motion carried.

- c. Directors coverage for board and commission

The current board is covered under the current LCFD policy and will be covered in January for \$250,000.

11. Discussion and possible action on approval of resolutions to join the Wisconsin Employee Trust Fund

- a. Resolution 2009-3 Group Health Insurance  
Tabled until next meeting.
- b. Resolution 2009-4 Group Life Insurance  
Tabled until next meeting.
- c. Resolution 2009-5 Group Income Protection Insurance  
Tabled until next meeting.
- d. Resolution 2009-6 Wisconsin Retirement System  
Tabled until next meeting.

12. Discussion and possible action creating a "Merger Status Timeline" for Fire Board and Fire Department

Chief Edwards will prepare a spreadsheet for the board for the next meeting.

13. Dates of future meetings

August 27, 2009 at 6:00 p.m. and September 3, 2009 at 6:00 p.m.

14. Adjournment

Motion to adjourn by Gunnlaugsson at 8:37 p.m., second by Krickhahn. All ayes, motion carried.

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Respectfully submitted by Eileen Stefanski, Secretary/Treasurer