

Minutes of October 1, 2009
Lake Country Fire & Rescue Board Meeting
Chenequa – Delafield – Nashotah
Fire Station #1
N44 W32787 Rasmus Road, Nashotah

1. Call meeting to order
Meeting called to order at 5:58pm by Rod Stotts.
2. Roll call
Present were President Rod Stotts, Theresa Urbancek, Susan Wilkey, Gerald MacDougall and Gordon Gunnlaugsson. Chief Hageman, Chief Edwards, Secretary/Treasurer Stefanski, Delafield Clerk Rosch, and Attorney Hector de la Mora were also present. Jeff Krickhahn was absent.
3. Public Comments
No public comments.
4. Approval of minutes of the September 17, 2009 meeting
Motion by Wilkey to approve the September 17, 2009 minutes, second by Urbancek. All ayes with MacDougall abstaining, motion carried.
5. Discussion and possible action regarding lawyer
 - a. Board Liaison
Board President to act as liaison.
 - b. Attendance at board meetings
Discussion regarding the benefits and cost of the attorney being present at every meeting to gain immediate input was discussed. The board felt it was important for him to attend for the next few months, but after the department was up and running it would be on an “as needed” basis at the Presidents discretion. The agenda and minutes should be reviewed by the attorney. The agenda would be arranged to keep the issues needing his presence at the beginning of the meeting to avoid keeping him longer than needed.
 - c. Review of intercept agreements
All contracts will be review by the attorney. Even if they only need a name change, the board felt they wanted their own attorney for the new entity to have a fresh look at them. He will review existing contracts and design a model that can be used for Interfacility Transfers and Paramedic Intercept Agreements. Since MABAS, (Mutual Aid Box Alarm System) has primarily replaced Mutual Aid Agreements and according to the agreement, the department will send a letter to all Mutual Aid Departments informing them of the name change. A new MABAS report will be filed with the County and copied to all concerned departments. A new MABAS resolution will also be placed on the next agenda. Chief Edwards will get the attorney copies of all contracts and agreements, including the Mutual Aid and MABAS Agreement.
 - d. General role

Attorney de la Mora discussed his “special privilege rule”. He will, at no cost, take calls from the board and administration if there is an issue needing urgent attention or they need to discuss an issue with the attorney. Attorney de la Mora emphasized that the conversations are open to discussion with other board members and cannot be held in confidence. Attorney de la Mora will need to review contracts and assist with establishing board policy. Questions regarding the meeting guidelines and use of resolutions were discussed briefly. Any expenses outside of the budget exceeding \$5,000 should require a resolution. The attorney stated he felt there were no immediate conflicts of interests with neighboring communities in his role, but felt he could work it out if something were to arise in the future.

6. Discussion and action on billing contract with Advanced Data Processing, Inc.
Contract was reviewed by Attorney de la Mora and his contract staff and presented to the Board with suggested changes. Attorney de la Mora will forward an electronic copy of the updated contract to Chief Edwards so he can communicate our request for changes with Advanced Data Processing, Inc. It was noted that time is of the essence and to give them a contract return deadline of the next board meeting. Conversation was brought up regarding the current billing company and whether we should consider other companies for this role. Chief Edwards feels they have done a very good job and they have even assisted the City of Delafield Fire Department in collection of old account balances not belonging to them. Since there is a current contract with the City of Delafield and there is not enough time to look at other companies, it was decided to wait and see how the contract negotiation goes. Motion by Gunnlaugsson to submit the contract to Advanced Data Processing, Inc. as drafted by Attorney de la Mora, second by MacDougall. All ayes, motion carried.
7. Discussion and possible action concerning additional public officials insurance
Stotts and Gunnlaugsson asked the attorney for input regarding current insurance coverage and adequacy for the Board members. The statute provides a limit on damages of \$50,000. The board has coverage through the League of Municipalities for Errors and Omissions coverage, but Gunnlaugsson thought there should be Directors and Officials insurance, also. There was discussion regarding personal umbrella insurance as well the possibility of supplemental insurance. Stotts to provide a copy of the binder from R&R Insurance to the attorney for review and MacDougall will check to see what coverage is provided by the City of Delafield. Stotts added that he spoke with Bob Douglas from Chenequa and he said they do not have any supplemental policy over and above that provided by the League of Municipalities. He further stated he did not know any other department that did. Further discussion and clarification will take place at the next meeting.
8. Discussion and possible action on establishing a subcommittee to study current salary and benefit structure. Recommendations for 2010 to be made at the December board meeting.
Stotts stated that there had been a budgeted 3.4% payroll increase factored into the 2010 budget, but wanted to discuss the possibility of creating a sub-committee to look

at the pay structure of the staff. He noted that the County of Waukesha's increase is 2%, Dane County is a 5% decrease, and the City of Milwaukee has a pay freeze. Urbanchek noted recent increases in Nashotah were 1% to 2%. MacDougall discussed the precedence and previous practice by the City of Delafield. Chief Edwards agreed that a review of staff salaries would be helpful in establishing a pay scale, but felt that was a separate issue that could be addressed next year. Since the current Delafield employees have been used to receiving increases comparable to the City's union employees, Edwards will supply the board with a copy of the current union contract. Urbanchek suggested lowering the increase to 3.2% to set a precedence of not following the City of Delafield. Motion by Gunnlaugsson to establish a sub-committee of three, with one member from each community, to review the whole compensation process to be completed by June 1, 2010 for board review, second by Wilkey. All ayes, motion carried. Increases for 2010 will be discussed again at the next meeting.

9. Discussion and possible action regarding the approval of Resolution 2009-7 for Wisconsin Deferred Compensation Plan.

Attorney de la Mora stated that this Plan is one of the best in the country and does well. Gunnlaugsson asked if there were tax or cost consequences to offering such a plan. Chief Edwards did not believe so, but will report back to the Board at the next meeting. We also need a copy of the "Plan Document" ahead of time. Resolution will be discussed with possible action at the next meeting.

10. Discussion and possible action regarding the approval of Resolution 2009-8 for a Legislative Body Relating to a Deferred Compensation Plan and the ICMA Retirement Trust.

Appendix A will be deleted and Appendix B will be labeled Appendix A. Tabled until next meeting.

There was discussion regarding third-party payment of employee deductibles. The board thought that could be done in-house.

11. Discussion and possible action concerning availability of yearly call activity for funding formula

The current funding formula spreadsheet was distributed with updated figures. Clarification of the funding formula was made. The formula was based on 2008 call volume and 2009 population and equalized value.

12. Treasurer's Report

a. Board Review of balance sheet, revenues and expenses and reconciliations

The Balance Sheet, Statement of Revenues and Expenses, and Bank Reconciliations were reviewed.

b. Board approval of check journal

Check Journal included checks 950-952. Motion by Wilkey to approve Check Journal report dated August 1, 2009 through October 1, 2009 inclusive of payroll and check 952 to Wessels Sherman for \$1,060.00, second by McDougall. All Ayes, motion carried.

13. Chief's Report

Departments are continuing to train together. They are getting suggestions from members and will meet to determine equipment needs.

14. Discussion and possible action on merger timeline

Tabled until next meeting.

15. Date of next meeting

October 15, 2009 at 6:00 p.m.

16. Adjournment

Motion by Urbanchek to adjourn at 8:56pm, second by MacDougall. All ayes, motion carried.

Respectfully submitted by Eileen Stefanski, Secretary/Treasurer