



Lake Country Fire & Rescue – **Fire Board** Meeting
Chenequa – Delafield – Nashotah
Fire Station #1
115 Main Street, Delafield
Thursday, June 19, 2014 at 6 p.m.

MINUTES

1. Meeting call to order
Meeting was called to order at 5:56 p.m.
2. Roll call
Present at the meeting was Stotts, Krickhahn, MacDougall, Urbancek, Bellin, Chief Edwards and Secretary/Treasurer Rosch. Wilkey was absent.
3. Public Comments
City of Delafield Mayor, Michele DeYoe was welcomed and introduced to the Board. Mayor DeYoe made a brief comment that she is trying to meet all members on the committees and Boards with City representation and become more familiar with each group and their specific needs.
4. Communication
A letter was received from Aurora Health Care Foundation regarding a donation to Lake Country Fire & Rescue, as well as other local EMS providers. Aurora will be donating a LUCAS2 automated cardiopulmonary resuscitation (CPR) device. Chief Edwards explained the significance of using this device when delivering CPR to patients. LCFR is very excited to be a recipient. There was a thank you from the dispatchers for treats that were brought in during National Public Safety Telecommunications Week. The department brought ice cream and sundae fixings in for the staff. Stotts distributed information regarding employer provided health plans from the New York Times.
5. Approval of Minutes
A motion was made by Krickhahn to approve the minutes from May 8, 2014 as written. The motion was second by Bellin. All ayes, motion was carried.
6. Treasurer's Report
 - a. Ambulance billing and collection update was presented to Board representatives by Andres Medical Billing prior to today's Board Meeting. Collection review was compared to area communities in both WI and IL. Patient payer mix remains strong as compared to many communities. Affects from the affordable care act have not been isolated to date so it is not an area AMB feels comfortable predicting. There are several groups that are encouraging EMS programs to look to creative ways to use their staff and services. Stotts commented on the comparisons he made among the demographics of area hospital and he found that LCFR demographics most align with Aurora Summit.
 - b. Board review of balance sheet, revenues and expenses, and reconciliations, thru 05/31/2014 reveals EMS billings to be below anticipated even with cuts made from last year. With calls reduced there is an average reduction in monthly collections noted. Stotts told Board members there is a decrease in the amount collect per call and referenced the summaries provided by AMB from our recent meeting. Review of the reports brought up discussion of Capital Budget money included in the reports. Rosch will look to prepare reports that do not include this for future

review. A question was asked regarding the purchases made by Amazon and the Board members were told that textbooks we purchased for EMT students and we have been reimbursed for them.

- c. A motion was made by Krickhahn to approve the check journals/disbursements over \$1,500 (Ck#3848 for \$2,650.19, Ck#3893 for \$2,097.25, Ck#3895 for \$1,991.86, Ck#3899 for \$17,033.00 and Ck#3910 for \$2,458.37) from 05/07/2014 thru 06/12/2014. The motion was second by Bellin. All ayes, motion carried.

7. Discussion and possible action regarding credit card vendor and accounts payable payment processing
Rosch explained she had been contacted by Integrated Payroll Services from Delafield and offered a quote for billing services. The quote would save LCFR approximately \$1,000 the first year and average a savings of \$750 based on cost comparisons. There are no pressing needs to change payroll providers but there will be an increase in Payroll Data's fees by approximately 5%. The Board asked Rosch to look at 1-2 more providers and compare the services and costs for consideration at an upcoming meeting.

8. Chief's Report

- a. LCFR Call Activity report was reviewed by Chief Edwards noting LCFR is down in overall calls for the year by 57. The decrease is seen in the EMS services with the Fire calls up by 2 over last year's total this time last year.
- b. Staffing Report remains unchanged. There is no scheduled staff at Station #2 although there is a presence there daily when the staff makes its required rounds to check medication and equipment.
- c. Training/Conference Updates: EMT class is in full swing with approximately 15 students enrolled. Training center costs are being tracked as this is the first formal class held outside the refreshers. Stotts had asked Edwards if he could present something, or ask someone to present to the Board, information outlining the different EMS levels and their "Scope of Practice" so the Board can have a better understanding.
- d. Equipment Status included discussion on the dive vehicle and the equipment. Chief Edwards feels disbanding the dive service is the right step to take as there is no staff that has stepped forward to oversee the group and all the training and certifications. He feels there are several options in the area that can be called on if needed and that LCFR still trains and participates in aggressive surface rescue. The Board members seemed to be in agreement with Chief Edwards. Chief will follow-up with more details as to how this will be handled.

9. Confirmation of upcoming meetings:

July Board meeting is scheduled for Thursday, July 17, 2014 at 6pm, at Station #1.

Upcoming budget workshop dates include: Thursday, August 7th at 6pm, Station #1
 Thursday, August 14th at 6pm, Station #1
 Thursday, August 21st to follow Board meeting if necessary
 Thursday, August 28th at 6pm, Station #1 if necessary

10. Adjournment

A motion was made by Krickhahn at 7:25 p.m. to adjourn and second by Bellin. All ayes, motion carried.