



Lake Country Fire & Rescue – **Fire Board Meeting**
Chenequa – Delafield – Nashotah
Fire Station #1
115 Main Street, Delafield
Thursday, September 18, 2014
Meeting followed the Annual Joint Meeting held at 6 p.m.

MINUTES

1. Meeting call to order
President Stotts called the meeting to order at 7:50 p.m. following the Joint Annual Meeting conclusion.
2. Roll call
Present was Stotts, Bellin, Krickhahn, MacDougall, Wilkey, Urbanchek, Chief Edwards and Secretary/Treasurer.
3. Public Comments
No public comments.
4. Communication
Chief Edwards discussed the recent mailing received from Mercedes-Benz regarding the use of QR code decals that are being placed on the fuel flap or the opposite side door post (B-pillar). Once scanned a webpage will open to detail rescue card detailing the location of critical structural components such as fuel tanks, batteries, high pressure cylinders and airbag systems. This time saver will assist staff when every second counts. There was also note of two donations from local residents for 911. On Sept 11th the residents stopped at the fire station, as they have for several years, and left treats for the staff. Both were very appreciative for the service provided to the community. A thank you was sent out to both.
5. Approval of Minutes
A motion was made by Krickhahn to approve the Budget Workshop minutes from 8/21/2014 as written and second by Urbanchek. No further discussion. All ayes, motion was carried. Wilkey abstained as she was not present at the last meeting. A motion was made by Krickhahn to approve the Board Meeting minutes from 8/21/2014 as written and second by Bellin. No further discussion. All ayes, motion was carried. Wilkey abstained as she was not present at the last meeting.
6. Review scheduling changes for station staffing
Discussion continued regarding the proposed staffing changes made by Chief Edwards that went into effect on September 1, 2014. Stotts stated there was no communication about a plan that involved the promotion of staff and he felt blind-sided when the information was learned. He states he recalled the discussion of moving someone to a “California Shift” but states no other details were given or presented. Edwards stated he asked if additional details were wanted and they were not requested. Stotts was concerned that 3 employees were told of a promotion before proper channels were taken to get these changes approved. Edwards said the staff were currently in acting roles. Edwards explained the benefits of having DC Keith on a M-F schedule for the department as well as the communities. He stated the staff, municipalities and business community would have increased accessibility to him. Edwards stated he had conversations in the past with Stotts about the need to bring DC Keith to the day shift. Edwards felt that this opportunity presented itself and made sense in the planning for a reduction in staffing hours. Stotts stated there is a perception of the department being “top heavy” in the community, citing that 8 out of 9 FT staff would be officers. Edwards explained that the department has 60-65 staff members and a fair amount of turnover as

many of our staff is hired by other departments, he felt justifying the need for a consistent command structure.

The Board asked Edwards to prepare a breakdown of the savings he reported these changes bring to the 2015 budget process. Stotts stated that looking at the budget from 2014 to 2015 there was not the reported \$90K savings he had stated earlier. Edwards assured the group of the savings and will get the numbers out to the Board Friday. Edwards apologized to the Board stating he did not intentionally withhold information related to his staffing plan and in hind sight understood he should have communicated his plan differently. He feels the plan is a good one and was confident that it will save the department as he stated. He apologized for not having the breakdown of the savings with him but would get the information to everyone in the morning.

Stotts told the Board he has been reviewing the Inter-municipal Agreement and has questions he has been gathering for clarification of responsibility between the Board and Commission. Stotts stated he would have to get Board Attorney de la Mora involved to address some of the questions that he had related to the agreement and FD operations.

7. Treasurer's Report

- a. Ambulance billing and collection update – As expected the payments are now returning closer to levels prior to the delay of billing in July. We are down 73 calls (billable calls through AMB) from last year at this time which accounts for much of the billing shortfall seen on stats provided by AMB.
- b. Board review of balance sheet, revenues and expenses, and reconciliations, thru 08/30/2014
Review of the Revenue and Expenses report with Board. EMS billing continues to be behind budget but reflects the decrease in call volume. Intercepts are tracking slightly ahead of budget as well as the training center revenue although the revenue does not reflect the additional expenses that are associated with providing the class. Expense budget is just under expected for this point in the budget and capital spending is below anticipated.
- c. Wilkey made a motion to approve check journals/disbursements over \$1,500 (Ck#4000 for \$2,052.22, Ck#4001 for \$4,679.67 and Ck#4002 for \$17,475.00) from 08/18/2014 thru 09/16/2014 and second by MacDougall. All ayes, no further discussion. Motion was carried.

8. Chief's Report

- a. LCFR Call Activity report – reviewed, continue to be behind last year's call number, currently we are 58 total calls (Fire & EMS) under 2013 at this time.
- b. Staffing Report – Nothing further
- c. Training/Conference Updates – Currently have 2 members at the Paramedic Services of WI conference that they attend every year.
- d. Vehicle/Equipment Status – New radios have been installed in the vehicles but will require reprogramming at the end of the year. Preliminary indications have LCFR savings approximately \$80,000-90,000 in the capital budget. Edwards explained the savings was a result of Motorola coming back with a more competitive bid once there were other businesses interested in bidding the project and with the addition of Milwaukee County in the pricing pool. Edwards also stated they saved by ordering by "Father's Day" to receive yet another discount. There is no word on the repairs for the engine from Station #3 regarding the U-Bolt repairs and towing. The engine has been returned to Station #3 and is in service. Edwards reported that Sussex FD will be purchasing the power cot and some med bags from us and the proceeds will go to the purchase of a ventilator for use on the

inter-facility calls. Staff is working out the details of acquiring the vent. The balance of the cost will be covered from next year's budget.

Edwards told Board members that Jack Van Gothen, retired from Chenequa/North Lake Fire stations, is currently involved with a Fire Department in TN that recently burned down. LCFR has some old turnout gear and possibly hose that we would like to send down to them and the board supported the donation. Stotts just asked that they send us a letter acknowledging the donation.

9. Confirmation of upcoming meetings:

October Board meeting was confirmed for Thursday, October 16, 2014 at 6pm, at Station #1.

10. Adjournment

Motion to adjourn was made at 8:36 p.m. by Wilkey and second by Urbanchek. No further discussion, all ayes and motion was carried.

Respectfully submitted by Sandra Rosch, Secretary/Treasurer