



Lake Country Fire & Rescue – **Fire Board** Meeting
Chenequa – Delafield – Nashotah
Fire Station #1
115 Main Street, Delafield
Thursday, July 11, 2013 – 6 p.m.
Minutes

1. Meeting call to order
The Board meeting was called to order by President Stotts at 6:01 p.m. with the Pledge of Allegiance.
2. Roll call
Present were President Stotts, Wilkey, MacDougall, Urbancek, Chief Edwards, Rosch, Cabanatuan, and Jim Frechette, Auditor. Absent was Krickhahn and Bellin.
3. Public Comments
No public comments.
4. Communication
Thank you written communication and Freeman Ad was received from Wales-Genesee Fire Department and Wern Valley for mutual aid provided at a recent fire. Donations and thank you cards received from the Lake Country Women's Club for \$100 and the Gruenke Family for \$100.
5. President's Report
Stotts discussed status of Annual Report and suggested that the first page be a summary of the last year with pictures if possible recognizing the accomplishments of the year. Mentioned specifically were Training opportunities/events, equipment acquisition, high lights of 2012 call activity, establishment of the Pink Heals, Training Center/Paramedic Training to name a few.
6. Approval of Minutes
Motion was made by MacDougal to approve the minutes from June 13, 2013 as written. Motion was second by Urbancek. All ayes, with exception of Wilkey, who abstained due to absence at last meeting. Motion was carried.
7. Presentation, discussion and approval of 2012 Audit Report presented by Jim Frechette
Frechette reviewed the 2012 Audit with Board members. Noted there was a Capital Surplus of \$11,752 at year end that was left for subsequent use. Fund balance is \$363,000 at the end of 2012 (\$352,000 with Capital balance included). There was discussion on bringing the balance down/managing it from growing. Discussion on receivables and current rate of 45% offset taken. Stotts and Edwards revisited the payor mix we see in our service area which impacts our collection rate and referenced other sources reporting the same difficulties collecting for services provided. Frechette mentioned the sick time accrual presents minimal risk to LCFR at this time but understands the Board's wish to address the budgeting of funds to cover future expenses. Stotts states they will consider a line item for building a fund to address future payout of sick time accrual. It was noted that the line of credit was not used in 2012. Stotts asked Frechette if there were any recommendations regarding additional controls or if there was any areas of vulnerability noted during his audit. Frechette could not think of any areas stating any matters from the past have been resolved. A motion was made by Wilkey to accept the auditor's report as presented, second by Urbancek. All ayes, motion carried. A motion by MacDougall was made to direct Rosch to make journal entries per Auditor's review and recommendation, seconded by Wilkey. All ayes, motion carried.
8. Discussion and possible action after mid-year review of revenue stream to budget and expenses and determine if any adjustments are required
Review of current fee schedule by Board with no fee changes. Stotts reminded the Board the budget includes the last step increase in the wage parity study started in 2010. Edwards stated that approximately \$6200.00 was included in this year's budget to account for that scheduled adjustment. Upon review of rates, expenses and revenue to date, no action was taken by Board Members to make any changes.

9. Treasurer's Report

- a. Ambulance billing and collection report shows billed amounts tracking as expected going into the busiest months of the budget year. Intercepts are down as expected.
- b. Board review of balance sheet, revenues and expenses, and reconciliations, thru 06/30/2013 show we are tracking at 50.6% halfway through the budget year in expenses. Staffing control has been tight the first half of the year to assist in off-setting of POP (Paid-on-Premise) wages that were imposed in January. Edwards reminds the Board that we are going into the busy time of the year where staffing reductions will be tougher but LCFR should see an increase in calls, including intercepts.
- c. Motion by Urbanchek to approve checks/disbursements over \$1,500 from 06/07/2013 thru 07/08/2013 included Ck#3381 for \$1,810.46, Ck#3382 for \$19,655.00, Ck#3388 for \$12,298.88, Ck#3391 for \$1,590.79, and Ck#3392 for \$2,617.07 was second by Wilkey. All ayes, motion carried.

10. Chief's Report

- a. FD Staff/Personnel Activities- Station #2 has had 4 times the number of calls than prior to the Merger. In June there were two significant fires in the area that LCFR responded to, both within hours of each other. Waukesha County Communications has had a 328% increase in call volume since the Milwaukee County Dispatch system failure. Urbanchek asked about the related costs but the assistance provided falls under the mutual aid agreement the dispatch centers have with each other. Some Milwaukee staff have been working at the Waukesha site. Chief Edwards noted that the combining of centers has not had any impact on LCFR.
- b. LCFR Call Activity report - Report included in the Board packet. Overall call volume up from last year by 9 calls
- c. Station 2 Staffing Report - Report included in the Board packet. There were 14 of the 60 shifts not covered at Station #2 last month due to staffing restrictions or call activity
- d. Training/Conference Updates - Chief Edwards had attended the WI Chief's conference in June. Oconomowoc Fire DC Leidel and Adam May gave a presentation on the July 1st fire and near loss of Lt. LaVenture.
- e. Equipment Status – Chief Edwards states they will need to replace a thermal imaging camera that is no longer working. He is hoping to find resources in this year's budget to purchase one.
- f. New business – New vehicles are here and all equipped. Edwards invited anyone who would like to see them to stay and he would show them the new vehicles.

11. Confirmation of upcoming meetings:

August Board meeting is scheduled for Thursday, August 8, 2013 at 6pm, Station #1.

Tentative Budget workshops to be held every Thursday beginning August 8, 2013 until completed, at 6pm, Station #1.

Tentative Annual Joint Meeting/Board Meeting to be held September 12, 2013 at 6pm .

12. Adjournment

Motion to adjourn at 7:13pm by Wilkey was seconded by Urbanchek. All ayes, motion carried.