



Lake Country Fire & Rescue – **Fire Board**  
Budget Workshop  
Chenequa – Delafield – Nashotah  
Fire Station #1  
115 Main Street, Delafield  
Thursday, August 29, 2013 at 6 p.m.

MINUTES

1. Meeting call to order  
The meeting was called to order by Stotts at 6:07 p.m. with the Pledge of Allegiance.
2. Roll Call  
In attendance were Stotts, Krickhahn, Urbancek, Bellin, Chief Edwards and Secretary/Treasurer Rosch. Absent were Wilkey and MacDougall.
3. Public Comments  
No comments.
4. Communication  
None.
5. President's report  
Stotts discussed controls used in the private businesses to monitor financial status more closely. Stotts made suggestions for changes to the monthly reporting. Stotts also discussed with the Board a disparity in the reporting from the various Fire Department reports. Edwards told the Board they were looking into the differences and Rosch was asked about reconciliation practices with regards to the EMS billing. She explained that every run number is listed on an internal report and each run number has a disposition of the call. Every month the report is reconciled to Andres' month end report. Calls are either billed through our billing company or billed by LCFR as an intercept or documented as cancelled or called off.
6. Approval of minutes  
Motion to approve the minutes from August 22, 2013 budget workshop meeting as presented was made by Urbancek and second by Bellin. All ayes, motion carried.
7. Discussion and final action on 2014 LCFR Annual Operations and Capital Budgets  
Chief Edwards reviewed with the Board members the final budget proposal prepared following last week's budget meeting. Wages had been frozen; there is a reduction in the POP (Paid on Premise) staff by 2 per night thru 2014. Edwards explained that he reserves the right to flex the reduction around to cover busier days/events when the staffing may need to be adjusted and reduce further if needed elsewhere to make up the difference. There was also discussion about wages in the department and how they compared currently to other departments as well as other positions in the city. Wilkey had contacted the Chief and asked about immunizations. She was told that it was moved into Administrative expenses under Employee Health. She also asked about Centre Learn and Edwards explained this was the program they used to provide educational opportunities to the staff that can be accessed on line from home or work. It allowed greater flexibility for the staff and allows the department to establish a reliable tracking system for the staff's participation in required education/training. Also discussed was the Fire Prevention budget. Edwards told the Board that this activity is funded by the 2% dues and required. Activity is always in October. Krickhahn commented on the tuition reimbursement cut from the budget. Stotts recommended that the budget be adjusted to \$1,025,800.00. The Board recognizes the efforts Edwards has made to address the revenue short falls LCFR is experiencing and understands the need to take the corrective action to deal with it. Stotts stated the revenues will need to be tracked very closely. Discussion continued with how LCFR will deal with the current budget year revenue short fall. Edwards was going to speak with Delafield's financial officer and possibly Auditor Frechette regarding questions about amending the 2013 budget and options available for dealing with shortfall such as

the levy increase Marie Williams had discussed at a previous workshop meeting. Stotts recommended Edwards compose a letter to the communities to send along with the 2014 budget. Motion was made by Stotts to adopt the 2014 LCFR Budget as presented for \$1,025,800. Motion second by Bellin. Roll call vote: Stotts-aye, Krickhahn-aye, Bellin-aye and Urbanek-aye. Motion carried.

Discussion on Capital budget and the possibility of a grant being awarded was discussed. Edwards reminded the Board that LCFR has survived earlier cuts in the awarding of the grants so they are hopeful. If the grant comes through Board members discussed how the Capital budget may be dealt with.

Motion made by Stotts to adopt the 2014 LCFR Capital Budget as presented for \$350,000 for the purchase and programming of radios. Motion second by Bellin. Roll call vote: Stotts-aye, Krickhahn-aye, Bellin-aye and Urbanek-aye. Motion carried.

8. Confirmation of upcoming meetings:

**Annual Joint Meeting** to be held September 12, 2013 at 6p.m.

**September Board Meeting** is scheduled for Thursday, September 12, 2013 to follow the Annual Joint Meeting at Station #1

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Respectfully submitted by Sandy Rosch, Secretary/Treasurer