



Lake Country Fire & Rescue – **Fire Board**  
Workshop  
Chenequa – Delafield – Nashotah  
Fire Station #1  
115 Main Street, Delafield  
Tuesday, December 9th, 2014 at 6 p.m.

**WORKSHOP MINUTES**

1. Meeting call to order

Meeting was called to order by President Stotts at 6:01 p.m. with the Pledge of Allegiance.

2. Roll Call

In attendance were Rod Stotts, Bob Bellin, Jeff Krickhahn, Gerry MacDougall, Theresa Urbancek, Acting Assistant Fire Chief Kevin Keith and Secretary/Treasurer Sandy Rosch. Susan Wilke was excused.

3. Announcement of closed session

President Stotts announced the closed session by reading: The Lake Country Fire & Rescue Department Board may, upon motion duly made and seconded and acted upon by roll call vote, proceed pursuant to Wis. Stats. 19.85(1)(c) to go into a closed session during the course of the meeting. Lake Country Fire & Rescue Department Board members and Lake Country Fire & Rescue Department attorneys may attend the closed session. The purposes of the closed session will be as follows:

*Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.*

Krickhahn made a motion at 6:03 p.m. to convene in closed session, second by MacDougall. Roll call vote: Stotts: yes, Bellin: yes, MacDougall: yes, Krickhahn: yes, Urbancek: yes.

4. Motion to re-convene into Open Session

Krickhahn made a motion at 6:45 p.m. to convene in closed session, second by Urbancek. Roll call vote: Stotts: yes, Bellin: yes, MacDougall: yes, Krickhahn: yes, Urbancek: yes.

5. If necessary, discuss and take action relating to the subject of the closed meeting discussions.

President Stotts stated that there would be no further discussion or action taken at tonight's meeting.

6. Discussion and possible action on proposed amendments to the Lake Country Fire & Rescue Intermunicipal Agreement and Lake Country Fire & Rescue job descriptions

**Article III, Section D: Contracts**

Requested the addition of Fire Service contracting along with EMS contracting.

**Article V, Section A: Role of the Board**

One wording change was requested. Under #1A Duties : The Fire Board's oversight shall also include monitoring ..... The Board did not like the insertion of "at a minimum". They thought the wording was confusing. A suggestion..."The Fire Board's oversight shall also include the monitoring of the Fire Chief's performance, including his/her implementation of goals, training requirements, staffing, overall department readiness, adopted policies of the Fire Department and his/her administration of the annual budget. A formal evaluation is to be done annually or more frequently if needed."

### **Article V, Section F: Meetings**

The Board would like to explore the possibility of allowing up to one (1) Board member to teleconference into the meeting. Ask Attorney to review.

### **Article V, Section I: Budget**

We would like to change the following on the budget time line:

- Fire Chief will provide all municipalities a budget/financial update in July of each year along with projection for the remaining budget year
- Chief to submit a proposed budget to the Board by September 1 of each year (change all dates related to that). If not submitted by September 1 the Board shall prepare a budget.
- Budget workshops shall be held in September of each year to finalize a budget for the coming year
- The Annual Joint Meeting shall be held between October 1 and October 10 of each year allowing time to obtain necessary information, such as Health Care premiums, population, equalized values, to complete the budget preparation for presentation

### **Article V, Section I, #d-4: Capital Equipment Financing**

All municipalities agree that the Capital budget limits/parameters can be adjusted. These are the new parameters. (Example: When we buy "Turnout Gear" each piece of clothing is less than \$5,000 but when ordered it is done in bulk. Our last grant covered \$135,000 and gear needs to be replaced every 10 years to meet required standards. Radios, also purchased this year for \$185,000, are less than \$5,000 when purchased individually.)

Capital Equipment shall be defined as equipment acquired by Lake Country Fire & Rescue which has a minimum individual value of \$5,000 or when purchased in multiples, exceeds the minimum value. Capital Equipment must have a minimum useful life of 10 years. This allows the aggregate of multiple units of equipment to be considered together for pricing and convenience and priced as one expense.

### **Article VI: Roll of the Commission**

Previously addressed, no change requested.

### **Article XI, Section B Amendments move to Article X**

This section should not be under "Termination". It needs to be relocated to "Article X: Amendments". Please change the number of days to read 15 days for new proposals and no required minimum for previously discussed amendment changes.

#### 7. Confirmation of upcoming meetings:

Next Board meeting is scheduled for Thursday, December 18, 2014 at 6 p.m. at Station #1

#### 8. Adjournment :

Motion to adjourn was made at 8:07pm by Krickhahn and second by MacDougall. All ayes, motion was carried.