



Lake Country Fire & Rescue – **Fire Board Meeting**
Chenequa – Delafield – Nashotah
Fire Station #1
115 Main Street, Delafield
Thursday, October 16, 2014 at 6 p.m.

MINUTES

1. Meeting call to order

The meeting was called to order by President Stotts with the Pledge of Allegiance at 6:00 pm.

2. Roll call

Present was President Rod Stotts, Vice-President Bob Bellin, Jeff Krickhahn, Gerry MacDougall, Susan Wilkey, Theresa Urbanchek, Fire Chief Jack Edwards and Secretary-Treasurer Sandy Rosch.

3. Public Comments

There were no public comments.

4. Communication

A letter was received from the Village of Lannon Fire Chief, Patrick Curtis, announcing the merging of the Lannon and Menomonee Falls Fire Departments effective January 1, 2015. Chief Curtis wanted to remind everyone to not include the Village of Lannon when completing their MABAS Cards for 2015. There was also a poker ride to benefit Jason Sharp with proceeds going to his medical expense fund that has been created.

5. Approval of Minutes from September 18, 2014 (Annual Joint Meeting and LCFR Board Meeting), October 1, 2014 and October 6, 2014.

A motion was made by Bellin to accept minutes from the September 18th, both the Annual Joint Meeting and the LCFR Board Meeting, the October 1, 2014 Board Meeting and the October 6, 2014 Board Meeting as written. The motion was second by Wilkey. All ayes, motion was carried.

6. Discussion and action regarding the reconsideration of the proposed 2015 budget changes including the proposed wage increase for LCFR staff due to insufficient Board presence at previous meeting to carry vote

A brief recap of October 6th meeting was given by Stotts. Stotts explained that the Board must re-vote to approve the wages as discussed and budgeted since the last meeting did not have the adequate representation of Board members to pass the motion. A motion was made by Bellin to keep the wages the same as budgeted, to include a 2% wage increase for hourly employees and raise the Paid-On-Premise shift wage to \$100 per 12 hour shift. Roll call vote: Stotts=yes, Bellin=yes, Urbanchek=yes, Wilkey=yes, MacDougall=yes, Krickhahn=no. Motion was carried.

Based on the insurance premium rates received after finalization of the budget, a savings of \$19,908 was realized. A motion was made by Wilkey to amend the 2015 budget by \$19,908 for a total 2015 budget to the communities of \$1,122,499. The motion was second by Urbanchek. Roll call vote: Stotts=yes, Bellin=yes, Urbanchek=yes, Wilkey=yes, MacDougall=yes, Krickhahn=no. Motion was carried.

7. Submission of proposed amendment to the LCFR Inter-municipal Agreement to be considered at the November LCFR Board Meeting

Stotts explained to Board members that he has been reviewing the Inter-Municipal Agreement with Hector due to concerns of governance issue being very vague. He and Hector have drafted an amendment to the Intermunicipal Agreement that will be circulated to the municipalities after review by the Board. Stotts asked that everyone review the amendment so it can be adopted at next month's meeting. Stotts suggested that every January the Board reappoint key people who provide legal/financial counseling and services as well as other key businesses that we will identify to renew services yearly. Rosch was instructed to send out a copy of the amendment to the communities for review and signatures.

8. Discussion regarding the evaluation process and data needed to evaluate the test position of the LCFR Assistant Chief position at the December Board meeting

Stotts asked Board members and Fire Chief how we should evaluate the test position of “Assistant Fire Chief” by 2014 year end. Board members felt the criteria would be financially based.

9. Future planning for Board Member terms for 2015

Stotts asked the Board if there were any plans to not renew their current positions for those that are coming to the end of their terms. MacDougall indicated that he has informed the Mayor he will not be available for another term and Wilkey would like to step down as well. Stotts stated he would like to step down from the role of Board President but continue his last year on the Board as a Nashotah representative. Rosch will confirm their terms and make a note of their requests. No other members planned to change their status.

10. Treasurer’s Report

- a. Ambulance billing and collection reports indicate an increase in billed services (74 calls) for September making it the highest billing for 2014 at \$99,681. Payments were down at \$38,089, \$3K less than August. Overall calls billed was 67 less than 2013. Reviewed report on facilities and number of “trips” that broke down EMS calls by pick-up location.
- b. Board review of balance sheet, revenues and expenses, and reconciliations, thru 09/30/2014 indicate that we are almost 3% under in our expenses with the last 3 payrolls under \$40K, but billing is approximately 6.5% under anticipated budget and Intercepts are slightly under budgeted amounts. There is approximately \$163K remaining in the Capital budget but expenses are not completed for the radio purchase and programming.
- c. Bank account balances indicate we have cash on hand of \$217,262 with \$75,717 available in Contingency. Balances do not include the Capital Reserve account balances.
- d. A motion by Urbanchek to approve check journals/disbursements over \$1,500 from 09/16/2014 thru 10/15/2014 (Ck#4017 for \$1,904.46, Ck#4019 for \$3,710.76 and Ck#4028 for \$3,159.52) was second by Krickhahn. All ayes, motion was carried.

11. Chief’s Report

- a. LCFR Call Activity report presented in packet shows 71 calls below last year at the end of September, predominantly due to the decrease in intercept/inter-facility calls.
- b. Staffing Report-Continue to maintain the 5 scheduled staffing patterns. Chief Edwards has done 2 overnight shifts to maintain staffing shortfalls. There were 2 mutual aid calls for fires in Oconomowoc and a PNB in Stone Bank this month. Chief Edwards reports that there has been no contact with Rogers Memorial since welcome letter was sent.
- c. Training/Conference Updates-Nothing reported
- d. Vehicle/Equipment Status – A bill from Ken Weber towing was received for expenses totaling approximately \$2,100 to tow and fix the Chenequa vehicle with the U-Bolt issue. Discussions from the repair staff feel that the U-Bolts that have been placed on the vehicle will better suit the vehicle and they do not expect any further problems with the vehicle (in regards to the U-Bolts). Chief and Board members were surprised at the final cost of the repair as most anticipated the expense to be higher.
- e. Genesee Bridge work-Nothing reported

12. Confirmation of upcoming meetings:

The following meetings were confirmed for November and December:

November Board meeting is scheduled for Thursday, November 20, 2014 at 6pm, at Station #1.

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

13. Adjournment

A motion to adjourn at 8:09 p.m. was made by Krickhahn and second by Wilkey. All ayes, motion was carried.