



Lake Country Fire & Rescue – **Fire Board Meeting**
Chenequa – Delafield – Nashotah
115 Main Street
Delafield, WI 53018
Thursday, November 20, 2014 at 6 p.m.

MINUTES

1. Meeting call to order

Meeting was called to order by President Stotts at 6:00 p.m. with the Pledge of Allegiance.

2. Roll call

Present at the meeting was President Rod Stotts, Vice-President Bob Bellin (arrived at 6:20 p.m.), Gerry MacDougall, Theresa Urbanchek, Susan Wilkey, Acting Assistant Chief Kevin Keith and Secretary/Treasurer Sandy Rosch. Excused was Jeff Krickhahn.

3. Public Comments

No public comments were made.

4. Approval of minutes from Thursday, October 16, 2014

Motion was made by MacDougal and second by Wilkey to approve the minutes as written. All ayes, motion carried.

5. Discussion and possible action related to possible amendments to the LCFR Inter-Municipal Agreement

Stotts explained to the Board Members that clarification was needed to the Intermunicipal Agreement to identify the specific roles of the Board versus the Commission. Attorney Hector delaMora had been consulted and an amendment had been drawn up a recommended adjustment from Chenequa. Stotts stated in lieu of the need to address a few other changes that need to be addressed, it was held for Board review. Discussion regarding Capital Spending, Contracting, Budget Process, Process for proposing for future amendments, Role of the Board and Commission and the possibility of teleconferencing resulted in the decision to schedule a special workshop that would be dedicated to the discussion and clarification of these issues. A tentative date of Tuesday, December 9th was scheduled at 6pm. Confirmation would be sent out once Rosch checked the availability of Krickhahn.

6. Treasurer's Report

- a. Ambulance billing and collection update shows that October was the highest billing month since August of 2013 and almost \$12,000 higher than the highest month in 2014. Collections were the second highest of 2014.
- b. Board review of balance sheet, revenues and expenses, and reconciliations, thru 10/31/2014 with an error entry noted on the capital purchase expense that Rosch will correct and report back to the Board. Insurance expenses appeared low but are actual. There was a dividend declared by the WI League of Municipalities which resulted in approx a \$7500 savings plus the savings of our MOD factor. Overall expenses are running close to budget with savings that have continued with payroll. Discussed the anticipated payroll increase for December due to vacation and holiday pay. Payroll liability graph in packet. Account balances were reviewed and Rosch felt from a cash standpoint we will make it though our 2015 year end expenses.
- c. Board approval of check journals/disbursements- A motion was made by Urbanchek and second by Stotts to accept the check disbursements over \$1,500 (Ck#4030 for \$5,423.50, Ck#4035 for \$2,560.46 and Ck#4041 for \$2,818.00) from 10/15/2014 thru 11/19/2014. All ayes, motion was carried.

7. Chief's Report

- a. LCFR Call Activity report was reviewed by Keith. He told Board Members we are down 62 calls this year mostly due to the intercepts and interfacility calls. But Keith pointed out that there has been a slight improvement in the call volume due to some increased marketing and outreach by staff. Mutual Aid calls were discussed and the Board would like to see a way of tracking their occurrence/frequency. Keith will look to include that data in his report. Keith also informed the Board of a recent call involving a PNB (Pulse less-Non-Breathing patient) in one of our neighboring communities that we were involved in. Discussion was directed at promoting positive news about LCFR and included ways to educate people on what the fire department does, who we are and how the community benefits from our presence and skill level. Ideas such as bulk mailing were discussed as an option.
- b. Staffing Report - Keith reported that one of our FF/Paramedics was recently hired full-time by the Village of Hartland. Sharon is one of 5 female FF/Paramedics we have on staff. She is also an instructor in our Training Center and with WCTC. She will continue to work part-time at LCFR as staff and with the Training Center.
- c. Training/Conference Updates – Great results from our first group of EMT's with interest in holding more classes. Staff is working on some ideas for the Training Center, more info to come.
- d. Vehicle/Equipment Status – The year end is proving to be a very challenging time as there have been several unexpected repairs that will certainly push our maintenance budget.

8. Confirmation of upcoming meetings:

December Workshop meeting is tentatively scheduled for Tuesday, December 9, 2014 at 6pm, at Station #1.
December Board meeting is scheduled for Thursday, December 18, 2014 at 6pm, at Station #1.

9. Adjournment:

A motion to adjourn was made by Wilkey and second by MacDougall at 8:19 p.m. All ayes, motion was carried.