



Lake Country Fire & Rescue – **Fire Board** Meeting
Chenequa – Delafield – Nashotah
115 Main Street
Delafield, WI 53018
Monday, January 26, 2015 at 6 p.m.

MINUTES

1. Meeting called to order
The meeting was called to order by President Rod Stotts at 6:15 p.m. with the Pledge of Allegiance.
2. Roll Call
Present was Bob Bellin, Rod Stotts, Susan Wilkey, Jeff Krickhahn, Interim Chief Kevin Keith and Secretary/Treasurer Sandy Rosch. Excused were Gerry MacDougall and Theresa Urbanchek.
3. Public Comments
There were no public comments.
4. Approval of minutes from Friday, December 26, 2014, 2014
Motion was made by Bellin to approve the minutes from December 26, 2014 as written and second by Krickhahn. No further discussion. All ayes, motion was carried.
5. Election of President, Vice President and appointment of Secretary/Treasurer terms to end 12-31-2015
A motion to nominate Bellin for the Fire Board President was made by Krickhahn and second by Wilkey. No further nominations. All ayes, motion was carried.
A motion to nominate Stotts as the Fire Board Vice President was made by Bellin and second by Wilkey. No further nomination. All ayes, motion was carried.
A motion by Stotts to nominate Rosch for Secretary/Treasurer was second by Bellin. No further nominations. All ayes, motion was carried.
6. Discussion and possible action regarding authorized signers for LCFR
With the change of Officers it is necessary to change the authorized signers on the Bank accounts. A motion was made by Krickhahn to add Bellin as a signer to Town Bank and remove Stotts. The motion was second by Wilkey. All ayes, motion was carried.
7. Discussion and action regarding the recent appointment by the LCFR Fire Commission of Kevin Keith to the position of Interim Fire Chief
A motion by Stotts to accept the recommendation of the Fire Commission to appoint Kevin Keith to the position of Interim Fire Chief was second by Bellin. All ayes, motion was passed.
Bellin made a motion to raise Keith's wage to \$45/hour as the Interim Chief. The motion was second by Stotts. No further discussion. All ayes, motion was carried.

8. Discussion and action regarding Resolution 2015-1 to amend Resolution 2014-3 regarding wages for Lake Country Fire & Rescue employees effective January 1, 2015
Keith explained to the Board that in keeping with other positions within the department he was recommending a sliding wage scale for the FF/EMT classified employees giving them steps in their pay scale like the other positions have. Krickhahn made a motion to accept Resolution 2015-1 to amend the wage scale and it was second by Wilkey. No further discussion. All ayes, motion was carried.
9. Discussion and action regarding the proposed Lake Country Fire & Rescue job description for the position of Fire Chief
Krickhahn asked the Board to defer this discussion until after the upcoming joint meeting on Tuesday, January 27. Krickhahn felt the Board should wait until after the communities met. This item will be moved to the February agenda.
10. Discussion and possible action related to Amendment #3 of the LCFR Inter-Municipal Agreement and planned purchase of equipment with capital funds
A motion was made by Krickhahn to approve the purchase of the thermal imaging cameras and the ventilator from Capital funds once the communities have signed Amendment #3 to the Intermunicipal Agreement. The motion was second by Bellin. No further discussion. All ayes, motion was carried.
11. Discussion and possible action regarding Resolution 2015-2 regarding rates and fees schedules for 2015
Keith explained to the Board that the fee schedule had been reviewed and updated with several other services have been listed and fees identified. Bellin made a motion to accept Resolution 2015-2 regarding the rates and fees for 2015 as presented by Keith. The motion was second by Wilkey. All ayes, motion was carried.
12. Discussion and possible action regarding LCFR Business relationships for 2015 including newspaper designation
Discussion regarding designation of a newspaper for Board activity was not necessary. The attorney later stated after preparation of a Resolution, that the Resolution is not necessary and notification of both newspapers and the communities would fulfill the requirement for public notice. There was a motion by Bellin to void Resolution 2014-5 naming an official newspaper for Lake Country Fire & Rescue and continue the practice of notifying the communities and newspapers as we have been doing. The motion was second by Wilkey. All ayes, motion was carried.
13. Discussion and possible action related to LCFR's Mission Statement
Keith requested this item be moved to February's meeting as the department is in its final stages of voting and finalizing their statement.
14. Discussion and possible action on the disposal of old LCFR equipment and supplies
Keith presented to the Board two lists of items for sale and items for disposal. After a brief review of the list of items, a motion was made by Bellin to allow Keith and the LCFR staff to dispose of the equipment as indicated. The motion was second by Krickhahn. All ayes, motion was carried. Keith also stated that 5 Alarm has several pieces of the used equipment and hoses and has offered in exchange credit with 5 Alarm for future purchases by LCFR.
15. Treasurer's Report

- a. Ambulance billing and collection update – Our billing has been consistently over \$100,000 each month for the last 3 months. It has been 1 year since we have billed at that level. With the increase in billing we should see an increase in the receivables this first quarter. Working with Andres and Stark on collection review.
- b. Board review of balance sheet, revenues and expenses, and reconciliations, thru 12/31/2014 show cash balances in our bank accounts and no need to utilize our line of credit to get through the 2014 year end. Expenses are below expected with savings seen in the payroll, vehicle fuel and ambulance operations as well as others areas. Our billings are within \$45,000 of our targeted budget and almost exactly where contracted write-offs were predicted.
- c. Motion by Wilkey to approve check journals/disbursements over \$1,500 (Ck#4069 for \$2,147.10, Ck#4073 for \$2,447.37, Ck#4076 for \$19,195.00, Ck#4088 for \$4,797.00, Ck#4090 for \$2,765.39, Ck#4092 for \$1,659.02, Ck#4099 for \$2,096.10) from 12/16/2014 thru 1/21/2015 was second by Krickhahn. All ayes, motion was carried.

16. Chief's Report

- a. LCFR Call Activity report – Keith stated the call volumes have finished strong for 2014 with significant increases seen over the last 3 months. Keith told Board members there is a survey currently out to evaluate our services.
- b. Staffing Report – Keith shared with the Board members that a staffing plan was brought to him from a staff member and he is trying to look at its potential. He will have more feed back when we meet in February.
- c. Training/Conference Updates – Keith announced a new venture with Kettle Moraine High School called “KM 2” (KM squared). The launch recently took place where LCFR staff went into the classroom at KM and also hosted class at LCFR Station #1. The intent of the class is to give the students real exposure to other potential career paths available to them in the Health Care/Health Sciences area. Keith said there has been a lot of interest from both students and administration for this partnership. There should be an article in the Freeman soon. We will be teaching an EMT course at KM in the fall semester and if this Pilot is successful, they hope to become a regular part of Health Science program. LCFR and KM are very excited. Keith stated he felt this is an amazing opportunity to recruit new staff.
- d. Vehicle/Equipment Status – Recent purchases of batteries (at \$500 each) and repairs.

17. Confirmation of upcoming meetings:

Next meeting planned for Thursday, February 19, 2015, 2014 at 6pm, at Station #1.

18. Adjournment

Motion to adjourn was made by Krickhahn and second by Wilkey at 7:25p.m. All ayes, motion was carried.