



Lake Country Fire & Rescue – **Fire Board** Meeting
Chenequa – Delafield – Nashotah
115 Main Street
Delafield, WI 53018
Thursday, March 19, 2015 at 6 p.m.
(followed The Special Order of Business)

MINUTES

SPECIAL ORDERS OF BUSINESS:

At 5:35 p.m. Flight for Life landed their helicopter in the baseball field adjacent to the Public Safety Building for a presentation of the “Flight for Life 2013 Call of the Year Award” to Lake Country Fire & Rescue. Representatives from Flight for Life, LCFR Staff and family members, municipal leaders, Fire Board & Commission Members, and the family involved in the flight call were on hand for the presentation.

A plaque was presented to Rod Stotts for his work as the President of Lake Country Fire & Rescue and his support of the Fire Department.

1. Meeting called to order, Pledge of Allegiance

The meeting was called to order at 6:20pm by President Bob Bellin with the Pledge of Allegiance.

2. Roll Call

Present was Bellin, Rod Stotts, Theresa Urbanchek, Susan Wilkey, Jeff Krickhahn, Gerry MacDougall, Interim Chief Kevin Keith and Secretary/Treasurer Sandy Rosch. Also attending was Mayor DeYoe from the City of Delafield, Rich Lartz, Nashotah Village President, Cathy Lartz, Matt Grimmer, candidate for District 5 in the City of Delafield and Kelly Smith from the Lake Country Reporter.

3. Public Comments

DeYoe introduce Matt Grimmer to the Board.

4. Approval of minutes from Thursday, January 26, 2015

Wilkey pointed out that the date of the minutes was incorrectly written on the agenda but correct on the actual minutes. The original date of the Board meeting was January 22, 2015 but rescheduled to January 26, 2015. A motion was made by Stotts to accept the January 26th, 2015 minutes as corrected (#5 Stotts was nominated as the Fire Board “Vice President” by Bellin and second by Wilkey.). The motion was second by MacDougall. All ayes, motion was carried.

5. Discussion and action regarding the proposed Lake Country Fire & Rescue job description for the position of Fire Chief

Discussion amongst Board members resulted in some changes to the Job Description in the following areas:

Purpose of Position:

- The last bullet point (“The LCFR Fire Chief is an exempt position under the Fair Labor Standards Act.”) was removed and will be included in the department policies.

Overview Functions of the Position:

- Added “365 days a year” to the end of bullet point #3.
- Added new #7: “Oversees the LCFR Training Center and the delegation of responsibilities, including Training Center curriculum and programming.”

- Added new #8: “Oversees and ensures regular Quality Assurance (QA) audits and learning opportunities are practiced.”
- Remaining points were numbered accordingly 9-12.

A motion was made by Wilkey to amend the document as discussed and distribute it to the Board members for review. If no changes requested, the document shall be considered final and approved for distribution and use. The motion was second by Krickhahn. All ayes, motion was carried.

6. Discussion and possible action related to LCFR’s Mission Statement

Interim Chief Keith presented to the Board a Mission Statement created by the staff of Lake Country Fire & Rescue. Suggestions were made by Board Members as to things that could be added but Chief Keith felt strongly that the statement was something the staff felt strongly about and was created directly by staff and voted on by the staff. The Board agreed and a motion was made by Krickhahn and second by Wilkey. All ayes, motion was carried.

7. Discussion and possible action on the disposal of old LCFR equipment and supplies

Keith told Board members that cleaning of Station 2 also included the recent painting done by some members in the “Turn Out Gear” room. Keith also discussed additional equipment identified for sale or disposal. He explained to the Board that LCFR has several lights that are outdated and have been replaced by LED’s. He would like to offer them to the staff for purchase as some members have expressed interest in purchasing some. There are some that are complete, others that are parts. Motion was made by MacDougall and second by Wilkey to allow the sale or disposal of the equipment outlined by Keith. All ayes, no further discussion, motion was carried.

8. Discussion and possible action related to email use

Keith told Board Members he has asked DC Fennig to co-ordinate the set-up and distribution of emails to the Board Members. Keith stated that any member who did not have an email from their municipality should begin to use the Lake Country email server. Keith will have Fennig set everything up including instructions but was asking for the Board approval to move forward. There were questions regarding the functionality and notification options when using multiple email addresses but all were addressed. Motion was made by Urbanchek and second by Krickhahn to approve the use of Lake Country emails for Board Members who do not have emails set up by their communities they represent. All ayes, motion was carried.

9. Treasurer’s Report

- a. Ambulance billing and collection update given and reports were reviewed. Billing remains greater than \$100K with calls at 77 for a short month of 38 days and 17 higher than this time last year.
- b. Board review of balance sheet, revenues and expenses, and reconciliations, thru 02/28/2015 Data was presented in a different format with breakdown by month and percentages and averages. Rosch will be working with the accountant to develop some alternate reporting options. It is early in the year with front loading of insurance and contract expenses expected to keep our expenses a little higher. We will try to include actual collections in the monthly reports.
- c. A motion was made by Stotts to approve the check journals/disbursements over \$1,500 from 01/21/2015 thru 03/18/2015 (Ck#4119 for \$1,599.01, Ck#4121 for \$2,962.05, Ck#4122 for \$1,574.84, Ck#4145 for \$16,827.23, ck#4146 for \$15,979.80, ck#4152 for \$1,542.25 and disbursements of \$8,896.96, and \$20,038.53). The motion was second by MacDougall. All ayes, motion was carried.

10. Chief’s Report

- a. LCFR Call Activity report – Very busy the last few days with all time high interfacility numbers. We have created a new “Zone 3” that will utilize Hartland in responses to our northern calls. We have worked with Waukesha County Dispatch to organize auto responses when either

department experiences a call in the designated areas where both departments will be toned out. Keith is very excited about the agreement and positive working relationship we have seen with Hartland. We had 9 mutual aid calls last month, a kitchen/chimney fire and a grass fire. Also, there was a successful dog rescue on Lake Nagawicka recently.

- b. Staffing Report-2 New Hires
 - c. Training/Conference Updates-Aerial training recently, Involvement in the Citizens Academy. Training center has been working hard with H2square, Kettle Moraine School in development of our program for students to expose them to the opportunities in Fire and EMS services. An EMT course is planned for the fall and there will be one offered for the general public this summer. Keith reported on the Community Paramedic program discussion he has had with West Allis/Greenfield and reports Milwaukee is getting involved. Reimbursement concerns were discussed as well as how the other communities are looking at the program. More to follow as more is available.
 - d. Vehicle/Equipment Status – Still working on Vent approval from the state and training of the staff for use.
11. Confirmation of upcoming meetings:
Next Board meeting to Thursday, April 23, 201 at 6pm, at Station #1.
Based on availability we will schedule next Joint meeting
12. Adjournment
Motion to adjourn at 7:54 p.m.by Stotts was second by Krickhahn. All ayes, motion was carried.

Respectfully submitted by Sandra Rosch, Secretary/Treasurer