



Lake Country Fire & Rescue – **Fire Board**  
Chenequa – Delafield – Nashotah  
Fire Station #2  
N44W32787 Rasmus Road, Nashotah  
Thursday, July 23, 2015 at 6:00 PM

***MINUTES***

***Special order of Business:*** *Presentation of a recognition plaque was made to Gerry MacDougall for his work on the merger committee than subsequently on the LCFR Fire Board from 2009 thru March of 2015. The Board Members thanked Gerry for his service.*

1. Meeting call to order with the Pledge of Allegiance

The meeting was called to order following the presentation with the Pledge of Allegiance at 6:10p.m.

2. Roll Call

Present was President Bob Bellin, Vice President Rod Stotts, Jeff Krickhahn, Theresa Urbanek, Matt Grimmer, Susan Wilkey, Chief Kevin Keith and Secretary/Treasurer Sandy Rosch.

3. Public Comments

No public comments.

4. Approval of minutes from Thursday, June 25, 2015

A motion was made by Stotts to approve the minutes from June 25, 2015 as written with a note to change the heading to "Minutes". The motion was second by Wilkey. All ayes, no further discussion. Motion was carried.

5. Discussion and possible action on Resolution 2015-3 to amend the wages for Lake Country Fire & Rescue effective September 6, 2015

Chief Keith explained to the Board that in keeping with area departments and to remain competitive and staff the department, it was necessary to review paid on call wages and look at the departments scheduling. Keith explained that he felt we needed to look at parity for the day/night shifts for our part-time/paid on call staff. Although we will still compete for staff in our area, we are at least closing the gap in wages for that population. Keith also stated that he has factored in that anyone working a "holiday" shift will receive a \$25 bonus as an incentive to maintain our staffing of the department and compensate the part-time staff for their time during our recognized holidays. When asked if this change will make us equal to other area departments, Keith replied that we are closer and will be more competitive. He said there is a small increase figured into the wages effective 1/1/2016 if the budget is passed and wages approved for January 1, 2016. He admitted overall most employees were happy with the new structure. He also explained that this "scheduled" work shifts are the only times they would earn this wage. If they come in for training or a call on their off time, they would be paid their regular hourly wage. Urbanek asked about the "Holiday" bonus and asked that it be clarified on the resolution for Part-time staff as full-time staff already received Holiday pay. A motion was made by Wilkey to approved Resolution 2015-3 to amend the wages for LCFR staff effective September 6, 2015 as amended. The motion was second by Stotts. All ayes, no further discussion. Motion was carried.

6. Discussion on the organization of LCFR accounts

Rosch and Keith explained the reorganization of the QuickBooks accounts that Keith felt made more sense when looking at budgeted funds. Most of the changes had been made after an update of the QuickBooks software was made. After consulting with the Accountant, it was confirmed that the audited balances at year end is what we should be adding to our "Contingency" Account. It should be based on actual surplus

at year end. There was discussion regarding the naming of the account and Stotts requested we consult the Intermunicipal agreement to be sure we are working within those guidelines.

7. Discussion and possible action on payroll providers for Lake Country Fire & Rescue  
Rosch reminded the Board that approximately this time last year we discussed the possibility of making a payroll change. At the time the Board had asked Rosch to look at three companies. Rosch was requesting to make a change to Integrated payroll based on the information gathered last year. With department payroll changes needed to be made to accommodate payroll effective September 6 and moving forward, Rosch felt it was a good time to transition. A year end move would be difficult. A motion by Urbancek to move payroll processing to Integrated Payroll effective with September 2015 was second by Wilkey. All ayes with no further discussion. Motion was carried.
8. Treasurer's Report
  - a. Ambulance billing and collection review shows a decrease in collections for June 2015 but with a strong start to 2015 LCFR is still ahead of anticipated/budgeted collections. Call volumes and amount billed increased from May's level, the lowest in the last 8 months.
  - b. Board review of balance sheet, revenues and expenses, and reconciliations, thru 06/30/2015  
Expenses remain under budgeted levels at just over 44% but Keith reminded Board members that there have been some heavy maintenance issues among some of the vehicles. Intercept fees remain a little behind, but no surprise. Rosch also explained that some of the shifts in the reporting totals are a result of the movement of accounts and more detail regarding those changes will be noted in the budget materials later. Stotts commented that he questioned the ambulance billing numbers and if they were overstated. Rosch explained the number we now see in the revenue side of the budget includes the budgeted amount of ambulance calls to be billed for the 2015 budget year (\$1,106,250) less any mandated write-offs by Medicare and Medicaid (\$585,000). Now the "expected revenue" listed on the revenue side of the budget reflects our budget number of \$521,250. The thought was to more easily see the correlation between the amount collected by the billing company and the "expected revenue" listed on the revenue budget.
  - c. A motion was made by Krickhahn and second by Urbancek to accept the check journals/disbursements over \$1,500 (Ck#4283 for \$2,264.26, Ck#4306 for \$1,875.00) from 06/25/2015 thru 07/23/2015. All ayes, motion was carried.
9. Chief's Report
  - a. LCFR Call Activity report includes 16+ calls in our shared services area. Keith explained that on one structure fire call not technically a LCFR fire but in this shared area, our staff Officer served in the command role. He told the Board that this arrangement is working very well for both communities
  - b. Staffing Report – was discussed earlier with wages.
  - c. Training/Conference Updates-There are more training opportunities, opportunities with other communities and Keith feels it is a morale builder. These opportunities allow staff to cross train.
  - d. Vehicle/Equipment Status – Keith again stated that maintenance of vehicles will surpass the budgeted amount with needed repairs and overdue maintenance
  - e. update on current/ongoing department projects. The staff is actively working the "Project board" with a multitude of projects under way. Most recently the staff has been gathering ideas to change the LCFR patch/logo for the department. We are moving toward the removal of LCFD and toward the LCFR. The department is also working on the "retirement" of Denny Rasmussen. Details to follow.
10. Presentation of the 2016 Budget-Draft copy to be given to Board for review  
Keith presented the budget to the Board and explained his interactions and direction from the communities. He felt confident he could work through this budget and asked the Board to review it and contact him if they had any questions that needed to be addressed before the budget workshop. He invited all Board members to feel free to set up a time to come in and go thru any questions they may have.
11. Discussion and action regarding Board meeting dates

Keith and Rosch explained to the Board that preparation of the financial information has been challenging with the movement of the billing date/deadline for Andres Medical. They asked if the Board would be willing to move the date out to the fourth Thursday of the month. There were no objections and our next meeting will be on Thursday, August 27, 2015.

12. Confirmation of upcoming meetings:

- a. Next meeting is scheduled for Thursday, August 27, 2015 at Station #1 in Delafield at 6PM
- b. Joint meeting to be scheduled in the first 10 days of October. Rosch will set.

13. Adjournment

A motion to adjourn was made by Krickhahn at 7:24pm and second by Grimmer. All ayes, no further discussion. Motion was carried.