



Lake Country Fire & Rescue – **Fire Board**  
Chenequa – Delafield – Nashotah  
Fire Station #1  
115 Main Street, Delafield, WI 53018  
Thursday, August 27, 2015 at 6:00 PM

## MINUTES

Prior to the start of the meeting there was a Special order of Business. A plaque was presented to Susan Wilkey as she steps down from the Lake Country Fire Board as a representative of the community of Chenequa. Susan was recognized for her work on the merger committee and her contributions while serving on the LCFR Fire Board from 2009 thru August of 2015.

1. Meeting call to order with the Pledge of Allegiance  
The meeting was called to order at 6:04 p.m. by President Bob Bellin with the Pledge of Allegiance.
2. Roll Call  
Present was President Bob Bellin, Vice President Rod Stotts, Jeff Krickhahn, Theresa Urbancek, Matt Grimmer, Martin Gallun, Chief Kevin Keith and Secretary/Treasurer Sandy Rosch. Susan Wilkey left after the special order of business.
3. Public Comments  
There were no public comments.
4. Approval of minutes from Thursday, July 23, 2015 and the Budget workshop on Thursday, August 6, 2015  
A motion was made by Krickhahn, second by Urbancek, to approve the minutes as written from Thursday, July 23, 2015 and Thursday, August 6, 2015. All ayes, no further discussion. The motion was carried.
5. Discussion and possible action on the 2016 LCFR Operating and Capital Budgets  
After a brief discussion and statement by Bellin summarizing the 2010-2014 budget years, a motion was made by Krickhahn and second by Urbancek to accept the 2016 Operating Budget of \$1,144,949 as presented by Chief Keith. No further discussion, roll call vote taken, all ayes. Motion was carried.  
A motion was made by Krickhahn and second by Grimmer to accept the 2016 Capital Budget of \$71,900 as presented by Chief Keith with no Municipal contributions for 2016 due to Capital surplus available to cover the expenses. No further discussion, roll call vote taken, all ayes. Motion was carried.  
Keith told the Board he would visit each of the communities and attend their next municipal Board/Council meeting to present the approved budgets.
6. Discussion and possible action to amend Resolution 2015-3 regarding the wages for Lake Country Fire & Rescue effective September 6, 2015  
Discussion revisited regarding the adjustment to the wage of Administrative Assistant. Comparison's discussed between other Clerks, Assistant Clerks and Administrative personnel and related job duties that would contribute to fair wage. Urbancek suggested that the position title may not be suitable to the responsibilities and suggested looking at that further in the near future. A motion was made by Krickhahn, second by Urbancek to increase the wage of the Administrative Assistant to \$25.50 per hour effective September 1, 2015 and to revisit again in January of 2016. No further discussion. With the exception of Grimmer who voted no, the remaining members voted yes. Motion was carried.

7. Discussion and action on the practice of EMS billing for Mutual Aid calls

Chief Keith explained billing practice within our community, within the shared service areas and during mutual aid calls. He explained that patients do not have a choice when mutual aid is requested so he felt we worked as an extension of the department requesting our help, therefore should bill as resident status if applicable. The same should be extended to the calls we participate in, in shared service areas. Keith explained this would happen rarely and should not have a significant impact on LCFR billing. The Board supported the recommendation of the Chief to bill at residential rates if the patients in these scenarios were residents in the community we were assisting. A motion was made by Stotts to bill calls in Zone 3 at the Delafield Resident rate if they are residents of Hartland. The motion was second by Gallun. There was not further discussion, all ayes. The motion was carried.

8. Discussion and action on renewal of Line of Credit with Town Bank

Rosch explained that the Line Of Credit with Town Bank needed was due for the yearly renewal. Paperwork was prepared and distributed to the communities for review and signatures. Brief discussion occurred to review the history of the use of the Line of Credit. Urbanek made a motion that was second by Krickhahn, to renew the Line of Credit for \$250,000 with Town Bank. All ayes, no further discussion. Motion was carried.

9. Treasurer's Report

- a. Ambulance billing and collection update was given by Rosch. Billings were up from last month but collections lagged under \$40,000 for the first time this year. It would be expected that we would see an increase in the collections next couple of months.
- b. Board review of balance sheet, revenues and expenses, and reconciliations, thru 07/31/2015 Rosch stated that we were tracking under anticipated expenses for this time of the budget year. This included the three payrolls for July. We continue to trend ahead in our billing and collection of EMS calls and Training Center revenues.
- c. Board approval of check journals/disbursements over \$1,500 from 07/23/2015 thru 08/26/2015.

A motion was made by Gallun and second by Urbanek to approve the check journals with disbursements over \$1,500 (Ck#4322 for \$1,598.00, Ck#4306 for \$1,875.00, and Ck#4323 for \$1,955.00) from 07/23/2015 thru 08/26/2015. All ayes, no further discussion, the motion was carried.

10. Chief's Report

- a. LCFR Call Activity report reviewed with Chief Keith. He noted calls dropped off a little the second half of this month. Keith told the Board he received a letter from Interim Chief Dave Dean in Hartland complimenting our department on how they handled recent calls. When asked by the Board Keith explained the process of other communities going Paramedic. Keith said the two departments are working well together and building great relationships.
- b. Staffing Report – A second EMT class has just been completed at LCFR through the training center. The National Registry test is scheduled for Saturday, August 29, 2015. It was a large class and from all preliminary feedback, they have done well. Many staff members have participated in the process/training and great deal will assist in the testing this week.
- c. Training/Conference Updates-A joint training was held at St John's NW Military Academy that involved staff from multiple departments. Kettle Moraine's HS<sup>2</sup> will begin its first EMT class next week at LCFR. The students will come here every M-W-F before they start classes at KM. The course will be spread over two semesters and when they are done they will be eligible to take the EMT licensing test once they reach 18 years of age. There are 14 students enrolled.
- d. Vehicle/Equipment Status – Keith told Board members that maintenance and repairs to vehicles and equipment has been a challenge. Currently dealing with electrical problems, tires and battery issues to name a few.
- e. Update on current/ongoing department projects – Keith told the Board members they are looking for a copy of the Department of Education video that was filmed here earlier this

year. They also were looking into other training and employment opportunities and will update the Board as information comes available.

11. Discussion and action regarding Board meeting dates

Keith asked the Board if they would be open to consolidating the November/December meetings into one since both meeting dates fall on the holidays or close to the holidays. The discussion was favorable and a meeting early in December was well received. The date will be determined at next meeting.

12. Confirmation of upcoming meetings:

Next meeting is scheduled for Thursday, September 24, 2015 at Station #1 in Delafield at 6PM and the Annual Joint Meeting scheduled for Thursday, October 8, 2015 at Station #1 in Delafield at 6PM

13. Adjournment

A motion to adjourn was made by Krickhahn at 7:22 p.m. and seconded by Gallun. All ayes, no further discussion. Motion was carried, meeting was adjourned.

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Respectfully submitted by Sandra Rosch, Secretary/Treasurer