



Lake Country Fire & Rescue – **Fire Board**  
Chenequa – Delafield – Nashotah  
Fire Station #1  
115 Main Street, Delafield, WI 53018  
Thursday, September 24, 2015 at 6:00 PM

***MINUTES***

1. Meeting call to order with the Pledge of Allegiance  
Meeting was called to order at 6:08 p.m. by President Bellin with the Pledge of Allegiance.
2. Roll Call  
Present was President Bob Bellin, Vice-President Rod Stotts, Matt Grimmer, Martin Gallun, Fire Chief Kevin Keith and Secretary/Treasurer Sandy Rosch. Excused were Jeff Krickhahn and Theresa Urbanchek.
3. Public Comments  
No public comments.
4. Approval of minutes from Thursday, August 27, 2015  
A motion was made by Stotts and second by Grimmer to approve the minutes from August 27, 2015 as written. All ayes, motion was carried.
5. Discussion and action regarding potential change in collection agency and the process/guidelines for referral and maintenance of collection accounts  
Rosch explained the current process for collection referrals and the handling of hardship or forgiveness requests. Chief Keith explained he would like to have a process in place identifying individuals that would review requests as they occur and make recommendation as to how to proceed. The Board members agreed it would make sense to have the Fire Chief, Secretary-Treasurer and Board President be the group appointed to address this task. Also discussion related to transitioning collection referrals to Waukesha County Collections beginning in January 2016 was favorable. Rosch will bring collection rates and fees to share and discuss with the Board members at the next meeting and prepare necessary Resolutions for possible action at the next meeting.
6. Treasurer's Report
  - a. Ambulance billing and collection update – Rosch shared recent conversation and follow-up with Andres Medical Billing. Reassured that collection activity is typical of what is happening in the industry today-among other accounts. We are continuing to bill over \$100,000 this month and collection/receipts up almost \$3,000 from last month. Billing practice/timelines reviewed with the Board members. Rosch told members that a new medical coding system will be put into place on October 1, 2015 and LCFR members have been assigned a video slide show to review with required documentation changes. Rosch asked the billing service to audit current practice to see where the department weaknesses might be. They reported back after looking at documentation for a 10 day period that LCFR documentation could be used as a training model for their other clients. They felt the transition to ICD-10 coding would not require changes to our current practice.
  - b. Board review of balance sheet, revenues and expenses, and reconciliations, thru 08/31/2015 EMS Billing revenue is tracking ahead of anticipated and expenses are approximately 6% under expected for this point in the budget year. Keith is watching expenses closely as there have been multiple unanticipated repair/maintenance expenses that were unbudgeted. Payroll expense graph was reviewed through August. The new payroll vendor and the new pay structure has taken place in September and data will be included in September reports available at the October meeting.

- c. A motion to approve the check journals/disbursements over \$1,500 (Ck#4336 for \$3,766, EFT's from 8/31/2015 for \$8,192.60 and \$2,117.92) from 08/26/2015 thru 09/23/2015 was made by Stotts and second by Grimmer. All ayes, no further discussion, motion was carried.

7. Chief's Report

- a. LCFR Call Activity report - Activity report was reviewed and Chief Keith stated the last two weeks of August saw a noticeable drop off in activity/calls for LCFR. Keith did note that activity has been up for September.
- b. Staffing Report-The staff is gearing up for a busy October with Fire Prevention in the schools and some businesses. October is generally a very busy PR month for the department.
- c. Training/Conference Updates-There was a training held at the Stone Bank Fire Department that utilized two donated vans. A training video was being created for future training from this activity. Keith stated that he did check with the KM coordinator regarding the State video taken with the KM students last spring and was told it was going to be released in October. Keith will be sure to let everyone know when we have a copy of it.
- d. Vehicle/Equipment Status – Unbudgeted work again on the newest ambulance and some engine repairs.
- e. Update on current/ongoing department projects- Work on the handbook is almost complete, Keith hopes to wrap it up by November.

8. Discussion and action regarding Board meeting dates

Members were queried on preferred dates for the joint/combined November/December meeting date and it was preferred to meet on Thursday, December 10, 2015. There will be no November meeting and the December 10<sup>th</sup> meeting would be in place of the Thursday, December 24<sup>th</sup> meeting.

9. Confirmation of upcoming meetings:

- a. Annual Joint Meeting is scheduled for Thursday, October 8, 2015 at Station #1 in Delafield at 6PM
- b. Next meeting is scheduled for Thursday, October 22, 2015 at Station #1 in Delafield at 6PM

10. Adjournment

Motion to adjourn was made by Grimmer and second by Gallun at 6:55 p.m. All ayes, no further discussion, motion was carried.

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Respectfully submitted by Secretary/Treasurer, Sandy Rosch