



Lake Country Fire & Rescue – **Fire Board**
Chenequa – Delafield – Nashotah
Fire Station #1
115 Main Street, Delafield, WI 53018
Thursday, December 10, 2015 at 6:00 PM

MINUTES

1. Special order of Business:

A presentation a recognition plaque was made to Rod Stotts for his work on the merger committee and subsequently on the LCFR Fire Board from 2009 thru December of 2015. The presentation was followed by cake and refreshments.

2. Meeting call to order

The meeting was called to order by President Bellin with the Pledge of Allegiance at 6:08 pm

3. Roll Call

Present was President Bob Bellin, Vice President Rod Stotts, Rob Bennett (incoming Nashotah representative), Marty Gallun, Matt Grimmer, Jeff Krickhahn, Fire Chief Kevin Keith and Secretary/Treasurer Sandy Rosch. Excused was Theresa Urbancheck.

4. Public Comments

No public comments.

5. Announcement of Closed session

President Bellin announced to those in attendance the next agenda item was to move into closed session pursuant to Wis. Stats. 19.85(1)(c) to go into a closed session. Lake Country Fire & Rescue Fire Board will invite incoming LCFR Board Member Rob Bennett to attend the closed session. The purpose of the closed session is to:

Consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, specifically to review personnel within the LCF&R Department.

6. Motion to move into closed session:

A motion made by Stotts and second by Grimmer for Lake Country Fire & Rescue Fire Board, pursuant to Wis. Stats. 19.85(1)(c) to go into a closed session. Lake Country Fire & Rescue Fire Board, including incoming LCFR Board Member Rob Bennett, and Fire Chief Keith will convene in closed session. The purposes of the closed session is to *Consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, specifically to review personnel within the LCF&R Department*

7. Move into close session, Roll Call vote

Roll call vote: Bellin-aye, Stotts-aye, Krickhahn-aye, Grimmer-aye, Gallun-aye. All ayes, motion carried. LCFR Board moved into closed session and those in attendance were excused at 6:54pm.

8. Motion to re-convene into Open Session, Roll Call vote

A motion was made to reconvene into open session by Krickhahn and second by Stotts. Roll call vote: Bellin-aye, Stotts-aye, Krickhahn-aye, Grimmer-aye, Gallun-aye. All ayes, motion carried. LCFR Board moved into open session at 7:52pm.

9. Approval of minutes from October 8 and October 22, 2015

A motion was made by Stotts and second by Gallun to approve the minutes from October 8th and October 22, 2015. All ayes, motion was carried.

10. Update on LCFR Shared Services

Chief Keith updated the Board on the status of Shared Service Agreements now between Hartland Fire Department and Stone Bank's Fire Department. Keith explained the benefits of better response times for all departments under these agreements. Dispatch has a map and plan for the shared areas and knows to dispatch the appropriate departments for calls that occur in these areas. He explained that the department that covers the response area has jurisdiction over the assisting department whenever there is any question. He told the Board the agreement has been working very well for all parties.

11. Discussion and action on request from the Village of Pewaukee for an RFP for Fire and EMS services

Keith explained to the Board Members it would be very difficult to even consider coverage for this call area for a number of reasons. The Board agreed and Stotts made a motion, second by Grimmer, to respond in writing to the RFP request and let the Village of Pewaukee know that we are not in a position to bid on or enter into any discussions at this time. All ayes, motion was carried.

12. Discussion and action regarding Resolution 2015-8 for 2016 wages for Lake Country Fire & Rescue employees effective January 1, 2016

A motion by Stotts, second by Grimmer, was made to accept Resolution 2015-8 to increase wages by 1.75% and increase scheduled work shift rates by \$5/12 hour shift effective January 3, 2016 for Lake Country Fire & Rescue employees. All ayes, motion was carried.

13. Discussion and possible action regarding Resolution 2015-9 regarding rates and fees schedules for 2016

Since there is no change in the fee schedule, Krickhahn made a motion, second by Grimmer, to extend the current Resolution thru 2016. All ayes, motion was carried.

14. Discussion and possible action regarding LCFR Business relationships for 2016

A motion to accept the recommendation of Retroff & Jeanson to perform LCFR's audit for 2015 was made by Grimmer and second by Stotts. All ayes, motion was carried.

15. Discussion and possible action on Capital purchases for 2016

A motion was made by Grimmer and second by Gallun to purchase 10 sets of turnout gear not to exceed \$17,820.00 per quote. All ayes, motion was carried. A motion was made by Krickhahn and second by Grimmer to purchase the office furniture for 2 offices, the communication room and the chairs for the conference room not to exceed \$10,576.42. All ayes, motion was carried.

16. Board approval of credit card and check disbursements over \$1,500 from 10/22/2015 thru 12/09/2015

Motion was made by Stotts and second by Gallun to approve the credit card purchases and check disbursements over \$1500 from 10/22/2015 thru 12/9/2015 (Ck#4392 for \$1,789.95, Ck#4420 for \$1,523.77, Ck#4441 for \$2,557.80 and Ck# 4448 for \$1,542.11). All ayes, motion was carried.

17. Treasurer's Report

- a. Ambulance billing and collection update – We are awaiting the final numbers from Andres for November but anticipating it will be less based on call volume but we continue to track well ahead of last year. Reviewed checkbook and payroll liability worksheets to view tracking. Payroll anticipated to be higher as this time of year has high vacation use and payout for holiday time. Checkbook balances are tracking higher than previous years.
- b. Board review of balance sheet, revenues and expenses, and reconciliations, thru 12/09/2015. November information is not available yet but tracking expenses closely and continue to have room to allow for unplanned maintenance projects.

18. Chief's Report

- a. LCFR Call Activity report was distributed in the packet and call volume is down due to mild weather so far this season.
- b. Staffing Report – As noted with payroll review, increase in holiday and vacation use have increased the staffing needs and will continue thru the holidays.

- c. Training/Conference Updates – We are entering into a very busy training season beginning in January, most notably is the Paramedic Refresher that is done every two years.
- d. Vehicle/Equipment Status – A maintenance plan has been established and equipment is being serviced as has been discussed previously. Keith plans to get as much done in 2015 as possible.
- e. update on current/ongoing department projects – Emergency response plan has been submitted to the county and LCFR has had no feedback yet on the county's review. Keith told the Board members it could take up to 6 months. The gathering of information, pricing and planning ideas for the Training Center continues.

19. Confirmation of upcoming meetings:

Next meeting planned for Thursday January 28, 2016 at 6pm at Station #1

20. Adjournment

Motion to adjourn made by Stotts and second by Grimmer at 8:40pm. All ayes, motion was carried.

Respectfully submitted by Sandy Rosch, Secretary/Treasurer