



Lake Country Fire & Rescue – **Fire Board**
Chenequa – Delafield – Nashotah
Fire Station #1
115 Main Street, Delafield, WI 53018
Monday, April 25, 2016 at 6:00 PM

MINUTES

1. Meeting call to order with the Pledge of Allegiance
The meeting was called to order at 6:00pm by President Bob Bellin with the Pledge of Allegiance.
2. Roll Call
Present was President Bob Bellin, Vice-President Theresa Urbanek, Rob Bennett, Martin Gallun, Jeff Krickhahn, Matt Grimmer, Fire Chief Kevin Keith and Secretary/Treasurer Sandy Rosch. Also present was the Auditor Howard Jeanson of Rotroff Jeanson & Company, S.C. in Delafield.
3. Public Comments
Chief Keith introduced Julie Krivitz, the candidate recommended from the Fire Commission for the new hire into a vacant full-time position. Julie has been a member of LCFR since October 2012 and comes from a long family history of firefighters. Her husband, a former LCFR employee, is working FT at Wauwatosa's Fire Department. Julie's parents and two sons were present at the meeting. Currently Julie is teaching the First Responder class for Kettle Moraine in their HS2 program and will be teaching an EMT accelerated course this summer.
4. Discussion and action on the recommendation of the Fire Commission for Full-time staff hire (formerly #5 on the agenda)
President Bellin asked the Board to move to "Item #5" at this time. Keith explained to the Board that Julie was the candidate selected from the interview process and noted the department had very qualified candidates and the decision was difficult but he was very excited to have Julie join the full-time staff. He asked the Board to confirm the recommendation of the Fire Commission with a start date of May 22, 2016. A motion was made by Grimmer and second by Urbanek to hire Julie Krivitz into an open full-time position with LCFR with a start date of May 22, 2016 at a rate of pay determined by the Board's 2016 wage resolution. All ayes, no further discussion. Motion was carried.
5. Presentation of the 2015 Audit by Howard Jeanson followed by discussion and action (formerly #4 on the agenda)
The 2015 Audit was presented to the Board and the Auditor Howard Jeanson was in attendance for a brief presentation and opportunity for questions. Mr. Jeanson briefly discussed recent changes that were required and implemented. One of the biggest changes included the inclusion of WRS fund balances. He explained that currently WRS has made good investments and maintains a surplus balance which is reflected in the financial statements provided. He discussed the items that required restatement and outlined the different equity classifications if we should decide to assign the surplus of \$282,161 to a specific fund balance. Suggestions were made based on his findings through the audit and Mr. Jeanson did note some steps LCFR management had made in 2015 to provide accounting support and assistance. Mr. Jeanson stated the Audit should take much less time next year.
A motion by Krickhahn and second by Grimmer to accept the 2015 Audit as presented was made. All ayes, motion was carried.
6. Approval of minutes from March 21, 2016
A motion was made by Gallun and second by Bennett to approve the minutes from March 21, 2016 as presented. All ayes, motion was carried.

7. Board approval of credit card and check disbursements over \$1,500 from 3/21/2016 thru 4/25/2016
A motion was made by Gallun and second by Grimmer to approved check disbursements over \$1,500 from 3/21/2016 thru 4/25/2016 (Ck#4607 for \$1,812.09, Ck#4594 for \$2,550.30, Ck#4632 for \$1,501.57, Ck#4619 for \$3,421.96, Ck#4621 for \$1,781.79, Ck#4626 for \$2,341.50, and Ck#4627 for \$3,882.15). All ayes, motion was carried.
8. Treasurer's Report
 - a. Ambulance billing and collection update
Rosch reviewed reports provided by Andres Medical Billing and discussed the increase in charges for March stating that although the overall totals are lower than 2015 we are still ahead. Keith reminds the Board of the unusual year we had in 2015. Also, LCFR will typically see more call activity as the weather improves.
 - b. Board review of balance sheet, revenues and expenses, and reconciliations, thru 3/31/2016
Revenues are ahead in the areas of Fire Protection fees for Keith Plan Reviews and testing for area businesses and the Training Center is in the process of collecting registration fees for the EMT courses that will be held this summer. Registration is still going on. Intercepts are pretty close to budgeted. Work at Station 2 has begun and capital purchases are occurring, so that activity will be noted next month. A review of the payroll bar graph reflects the department activity over the first quarter of the year with additional hours and payroll for education and training. A summary of the bank accounts as of 4/22/2016 was provided in the Board packet.
9. Chief's Report
 - a. LCFR Call Activity report – Keith reviewed the call report with Board members. Interfacility and intercepts continue to be down from last year, overall call volume down 45 calls from this time last year. Brief overview of call activity given. April busier so far.
 - b. Staffing Report – New Hire for May 22, 2016. Part time shift coverage sometimes a challenge.
 - c. Training/Conference Updates – New software has been purchased to assist in the new “Slicer” training technique for fire calls. Recent training at WCTC’s firehouse was able to allow members to practice.
 - d. Vehicle/Equipment Status – Major repairs anticipated but no solid estimates. Preliminary talks were very high but waiting for information after vehicle was inspected.
 - e. update on current/ongoing department projects – St. John’s is hosting a Parade/Troops Review to honor the Emergency Responders in the Lake Country Area. LCFR is planning to build a fire training house within the Station 2 rear garage space that would allow trainings to be held as needed. This would be a joint venture with other neighboring departments.
10. Confirmation of upcoming meetings:
 - a. Upcoming meeting dates: Thursday May 26, 2016 and June 23, 2016 at 6pm at Station #1
11. Adjournment
A motion to adjourn was made by Krickhahn and second by Grimmer at 6:59pm. All ayes, motion was carried.

Respectfully submitted by Sandy Rosch, Secretary/Treasurer