



Lake Country Fire & Rescue – **Fire Board**
Chenequa – Delafield – Nashotah
Fire Station #1
115 Main Street
Thursday, June 29, 2017 at 6:00 PM

MINUTES

1. Meeting call to order

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

2. Roll Call

Present was President Bob Bellin, Vice President Theresa Urbanchek, Jeff Krickhahn, Marty Gallun, Rob Bennett, Matt Grimmer, Fire Chief Kevin Keith and Secretary/Treasurer Sandy Rosch.

3. Public Comments

There were no public comments.

4. Announcement of closed session

Announcement of closed session was made by President Bellin to involve Chief Keith and the Board members.

5. Motion to convene into closed session

Motion was made Urbanchek and second by Gallun to convene into Closed Session pursuant to Wisconsin State Statute 19.85(1)(c), considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility more specifically the Fire Chief. Role call vote was taken. Bellin-aye, Urbanchek-aye, Krickhahn-aye, Gallun-aye, Bennett-aye, Grimmer-aye. Motion was carried. Closed session began at 6:05pm.

6. Motion to re-convene into Open Session

A Motion was made Urbanchek and second by Grimmer to re-convene into Open Session at 6:55pm. Role call vote was taken. Bellin-aye, Urbanchek-aye, Krickhahn-aye, Gallun-aye, Bennett-aye, Grimmer-aye. Motion was carried.

7. Possible discussion and action regarding the closed session discussions

The Board President and members of the Fire Board discussed Chief Keith's accomplishments and praised him for his hard work and efforts over this last year. A motion was made Krickhahn and second by Gallun to increase the fire Chief's salary to \$106,496/year which includes a longevity incentive of \$520/year and a salary increase of 4% effective July 1, 2017. All ayes, motion was carried.

8. Approval of minutes from the Fire Board Meeting on Thursday, April 27, 2017

A motion was made by Grimmer and second by Gallun to approve the minutes of Thursday, April 27, 2017 as written. All ayes, motion carried.

9. Discussion and action on the proposed Audit Agreement for 2017-2020

Chief Keith presented the proposal to the Board and explained the services we have been receiving have been very good and we would like to extend the contract. He explained that our Auditor came in to meet with us and we were able to come to an agreement on a fee schedule with a step increase built in that was agreeable to both parties. Brief discussion regarding other audit agencies and Chief discussed our search two years ago when we needed to obtain a new Auditor. A motion by Gallun, second by Bennett to approve the proposed Audit Agreement scheduled for 2017-2020 which includes a stepped fee increase. All ayes, motion was carried.

10. Discussion and action on the Intern stipend rate and tuition reimbursement

Chief Keith discussed with the Board that he would like to raise the stipend and tuition reimbursement for the Interns that we have working at LCFR to continue to be competitive in the recruitment/retention among the internship programs offered. He explained that the current group of interns has learned a great deal in their first year and have been helpful filling in shifts on their off days. A motion was made by Gallun and second by Krickhahn to increase their stipend to \$125/week and tuition reimbursement to \$1800/semester. All ayes, motion was carried.

11. Board approval of credit card and check disbursements over \$1500 from 4/27/2017 thru 6/29/2017

A motion by Krickhahn and second by Gallun to approve the credit card and check disbursements over \$1500 (Ck#5081 for \$3,245, Ck#5085 for \$1740.14, Ck#5092 for \$5809.50, Ck#5093 for \$5556.50, Ck# 5125 for \$2256.80, Ck# 5094 for \$39,240.00, Ck#5111 for \$7575.00, Ck#5137 for \$8656.17, Ck#5158 for \$15,452.00, Ck# 5157 for \$6,621.00, Ck#5167 for \$2,455.00 and CC Payments of \$1,740.14 and 5,901.14) from 4/27/2017 thru 6/29/2017. All ayes, motion was carried.

12. Treasurer's Report

- a. Ambulance billing and collection update - May billing and collections as reported by Andres Medical Billing continue to be strong with the highest billing reported in over a year. Collections as expected. We continue to run ahead of last year in calls.
- b. Board members reviewed the balance sheet, revenues and expenses, and reconciliations, thru 05/31/2017. Recorded expenses to date are slightly under the expected but some expenses are pending and not reflected yet.

13. Chief's Report

- a. LCFR Call Activity report – Calls are up by 53 this year vs. 2016. May was a very busy month.
- b. Staffing Report – Chief spoke about staffing and some current challenges.
- c. Training/Conference Updates – Navy training discussed. Spring EMT class and testing completed and now have 2 summer EMT classes in session and a St. John's session starting for fire responder/intro to fire.
- d. Vehicle/Equipment Status – Expecting the Ambulance to be delivered very soon and the Truck replacing the grass rig should follow soon after. As previously stated, Phillips has discontinued making the cardiac monitors we currently use. A recent letter states they will support these monitors until December 2022. These changes have led us to explore the purchase of a different monitor and our staff is currently meeting with two vendors to discuss our options. More to come.
- e. Update on current/ongoing department projects – Training House has been used but some work remaining but expected to completed soon.

14. Tentative August meeting schedule:

- a. **Budget Workshops:** Based on availability of Board members the Budget Workshops were scheduled for Tuesday, August 8th and Tuesday, August 15th if needed, at 6pm at the Delafield Fire Station at 115 Main Street.
August Board meeting is scheduled for Thursday, August 24, 2017 at 6pm in Delafield

15. Adjournment

A motion to adjourn was made at 7:34 pm by Bellin and second by Gallun. All ayes, motion was carried.