



Lake Country Fire & Rescue – **Fire Board**
Chenequa – Delafield – Nashotah
Fire Station #2
N44W32787 Rasmus Street
Thursday, May 31, 2018 at 6:00 PM

MINUTES

1. **Meeting call to order with the Pledge of Allegiance**

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

2. **Roll Call**

Present was President Bob Bellin, Jeff Krickhahn, Theresa Urbanchek, Rob Bennett, Matt Grimmer, Chief Kevin Keith, Sandy Rosch, Secretary/Treasurer and Auditor Howard Jeanson. Excused was Martin Gallun.

3. **Public Comments**

There were no public comments.

4. **Presentation of the 2017 Audit by LCFR Auditor Howard Jeanson**

Bellin introduce Jeanson to the Board Members again. Jeanson reviewed the “Independent Auditors’ Report” reviewing his responsibility in the Audit then continued with highlights and explanations regarding the attached financial statements. Jeanson explained the WRS pension calculations and their effect on the 2017 Net Position. Jeanson concluded the report with a review of the Fund Balance which he pointed out increased by \$154,892. Jeanson noted that his recommendation from last year regarding the need to address the Fire Board’s ability to deal with unanticipated budget expenses was addressed and proved to be important in the 2017 budget. Through the refunding of the contingency line in the LCFR Budget, the department would be able to deal budget challenges if they arise. Jeanson acknowledged that as with any small business or department, there will always be issues with segregation of duties as there is limited staff to “share” administrative duties. But the addition of an accountant adds to the oversight of accounts. He felt the audit process went very well this year and appreciated the additional time given on the Audit timeline.

5. **Approval of minutes from the Fire Board Meeting on Thursday, April 26, 2018**

A motion was made by Krickhahn and second by Bennett to approve the minutes from April 26, 2018 as written. All ayes, motion carried.

6. **Discussion and action the 2017 Audit**

Chief Keith recommended waiting until the June meeting for discussion on the assignment of the “Unassigned” 2017 Audited surplus Fund Balance. A motion was made by Gallun and second by Urbanchek to accept the Audit as prepared and presented by Howard Jeanson of Rotroff, Jeanson & Co. including the audit journal entries directed by Jeanson and completed by Rosch per the Auditor direction. All ayes, motion was carried.

7. **Board approval of credit card and check disbursements over \$1,500 from 4/26/2018 to 5/31/2018**

A motion was made by Bennett and second by Urbanchek to approve the credit card and check disbursements over \$1,500 (Ck#5575 for \$3,104.01, Ck#5576 for \$3,116.00, Ck#5577 for \$2,036.25, Ck#5578 for \$1,532.41, Ck#5607 for \$2,966.00, CC Payments of \$3,471.78, \$5,543.26) from 4/26/2018 thru 5/31/2018. All ayes, motion was carried.

8. **Treasurer’s Report**

- a. Ambulance billing and collection update reports provided to Board members. Collections continue to be strong with April bringing the highest collection month in 2018.
- b. Board review of balance sheet, revenues and expenses, and reconciliations, thru 05/31/2018 –Reports were provided and briefly reviewed. Expenditures are continuing to trend slightly under expected. Training Center revenues are approximately 100% with most of the scheduled classes included in that revenue total.

9. Chief's Report

- a. LCFR Call Activity report – Activity report reviewed showing 911 calls ahead of last year this time by 113 calls and Chief reminded the Board we are headed into our “busy” season.
- b. Staffing Report – concerns with a number of open, unfilled shifts, a trend that is occurring in many if not most departments.
- c. Training/Conference Updates – High School classes are wrapping up. The Summer EMT night class has started and the day class will in less than 2 weeks. Was contacted to run an Advanced EMT class. Advertising and registration is opening for a fall class. Captain Peterson has been running so excellent fire trainings and has been a part of the new hiring/training process for new staff. The department is seeing some very positive results from the first group.
- d. Vehicle/Equipment Status-Status of new Capital Equipment purchases discussed.
- e. Department Updates on current or ongoing projects: Chief Keith discussed advantages of moving equipment around to maximize the life span.

10. Confirmation of next meeting:

Next meeting scheduled for Thursday, June 21, 2018 at 6pm at the Delafield Fire Station at 115 Main Street. No meeting in July. Budget workshop meetings begin Thursday, August 9th.

11. Discussion and possible action on the budgeted 2018 New Hire for 2018

Keith discussed the selection for the next full-time hire and the process, the approval from the Fire Commission and asked the Board for permission to officially start Robert (Bob) Rafferty in mid-July versus the fall as planned. Keith reminded the Board of their previous conversation stating there were a number of scheduling shortages and with the department already way ahead of calls from last year, he felt it would be prudent to add Bob to the rotation during the busy summer months. He also told the Board that Bob has extensive knowledge in the maintenance of our vehicles and will be responsible to transitioning in that role relieving DC Fennig of much of the fleet maintenance responsibility. A motion was made by Bellin and second by Urbanchek to approve the full-time hire of Robert Rafferty as a Firefighter/Paramedic/Inspector effective July 14, 2018. All ayes, motion was passed.

12. Adjournment

A motion to adjourn at 6:40pm was made by Urbanchek and second by Grimmer. All ayes, motion was carried. The Board was invited to stay to meet with Bob Rafferty and his family during his swearing in.