



Lake Country Fire & Rescue – **Fire Board**
Chenequa – Delafield – Nashotah
Fire Station #1
115 Main Street
Thursday, August 30, 2018

MINUTES

1. Meeting call to order with the Pledge of Allegiance

The meeting was called to order by President Bellin with the Pledge of Allegiance at 6:01 p.m.

2. Roll Call

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

3. Public Comments

Mayor of the City of Delafield, Kent Atwell was present and made a request to the Fire Board to be frugal in their review of the Operating Budget. He stated that the City of Delafield, and he thought the other municipalities as well, have very little budget increase to work with and stated increases in the LCFR budget could create hardships in other departments in the City. He requested the staff raises to be no more than 1.75% which the City has negotiated with the Police Union for 2019. He thanked the Board for their consideration.

4. Approval of minutes from the Fire Board Meeting on Thursday, May 31, 2018

A motion was made to approve the May 31, 2018 LCFR Fire Board Meeting Minutes as written by Bennett and second by Krickhahn. All ayes, motion was carried. Rosch told the Board that the DRAFT Minutes from the Budget workshop held on August 9, 2018 were included in the packet for review but not added to the agenda in error, so they must be approved at the next Board meeting.

5. Discussion and action regarding the renewal of the LCFR Line of Credit with Town Bank

A motion was made by Gallun and second by Urbanek to approve the renewal of the Line of Credit with Town Bank for 2018-2019. All ayes, motion was carried.

6. Board approval of credit card and check disbursements over \$1,500 from 5/31/2018 thru 08/30/2018

A motion was made by Grimmer and second by Gallun to approve the credit card and check disbursements over \$1,500 (Ck#5619 for \$9,936, Ck#5627 for \$19,545, ck#5628 for \$9,500, ck#5639 for \$2,874.16, ck#5641 for \$39,420, ck# 5644 for \$19,408.79, ck#5652 for \$2,133.99, ck# 5653 for \$2,395.40, ck# 5657 for \$4,595.00, ck#5670 for \$2,049.16, ck# 5675 for \$2,853.59, ck#5684 for \$2,916.46, ck#5691 for \$5,121.64, ck#5698 for \$1,925, and ck#5708 for \$12,738) from 5/31/2018 thru 08/30/2018. All ayes, motion was carried.

7. Treasurer's Report

- a. Ambulance billing and collection update was reviewed and Bellin pointed out the billing continues to exceed last year but the collections are a little behind.
- b. Board review of balance sheet, revenues and expenses, and reconciliations, thru 07/31/2018
Brief review of the final report with no questions. Expenses slightly ahead but just under 1%.

8. Chief's Report (This information may be discussed in various discussions throughout the meeting)

- a. LCFR Call Activity report -Call report reviewed with Board. Calls are 206 ahead of last year this time, primarily seen in the 911 calls to our three communities. He noted that we have seen a reduction in car fires, an increase in rain that is saturating the ground with conditions ripe for down trees.
- b. Staffing Report – Chief discussed summer staffing, hires from former students. Discussion on resource for recruiting.

- c. **Training/Conference Updates**-With the start of school we are beginning our HS2 and AHS programs next week. We are also beginning our first AEMT course. Our program was requested by other departments. The Training Center will be busy this fall between these programs and the staff training. Chief told the Board members about the National Registry Testing held on Saturday, August 11, 2018. The State Examiner complimented us on how the test was run and how well it was managed. Typically, we test 15-20 students, this time it was for 38 and was done very efficiently. As a test site we must open it to anyone outside of our students, so we may in the future pick up more students outside our program.
- d. **Vehicle/Equipment Status**-The engine is now in production with inspection dates to be scheduled throughout production. Grimmer asked if staff was qualified to inspect the engine. Keith stated they were looking over the engine to be sure the vehicle is as ordered/customized, paint job, undercoating. The inspection visits were to monitor the progress and did not void warranties by the manufacturer. Chief Keith expects the engine to be in service in early December.
- e. **Current/ongoing department projects**-discussed as above.

9. Discussion and possible action on the proposed Budget Amendment of the 2018 Capital Budget (was item#11, moved to #9)

Keith explained the ambulance to be replaced in the 2019 budget was in need of replacement as soon as possible. Keith proposed that the Board amend the Capital Budget to allow the department to order the Chassis for the ambulance which would speed up the replacement timeline considerably. A portion of the fund balance allocated for the Capital Budget Reserve would be used to fund this budget amendment. A motion was made by Grimmer and second by Urbancheck to approve the amendment of the 2018 Capital Budget by \$66,037, the use of the Capital Reserve to fund the budget amendment and Resolution 2018-01 seeking the approval of the municipalities to amend the 2018 Capital Budget. Roll call vote: Bellin, Urbancheck, Grimmer, Krickhahn, Gallun and Bennett all ayes. No further discussion. Motion was carried.

10. Discussion and action on the proposed 2019 Capital Budget

Keith explained the remaining 2019 needs answering questions on the alerting system and cancer prevention and emergency escape systems. Keith proposed that \$109,224 of the fund balance allocated for the Capital Budget Reserve would be used to assist in the funding of the Capital Budget expense. A motion was made by Gallun and second by Bennett to approve the 2019 Capital Budget as presented by Chief Keith with the additional \$109,224 funding resulting in a budget of \$247,000. Roll call vote: Bellin, Urbancheck, Grimmer, Krickhahn, Gallun and Bennett all ayes. No further discussion. Motion was carried.

11. Discussion and action on the proposed 2019 Operating Budget (was #12, moved to #11)

Keith presented the proposed changes to the Operating Budget to the Board members. Keith had made some adjustments based on the budget workshop meeting with Board members resulting in a reduction from \$1,252,804 to \$1,240,287. Several areas of the budget were revisited and discussed including the budgeted wage increase for staff. Chief stated he had factored a 2% increase to his budget per guidance from the City Administrator. Mayor Atwell then contacted the City Administrator who did confirm the budgeted increase for City wages is 2%. A motion was made by Bennett and second by Gallun to approve the 2019 Operating Budget of \$1,240,287 as presented by Keith. Roll call vote: Bellin, Urbancheck, Grimmer, Krickhahn, Gallun and Bennett all ayes. No further discussion. Motion was carried.

12. Discussion and possible action on the 2017 Audit Fund Balance

Chief Keith presented his proposal for allocation of the fund balance from the 2017 Audit. Keith's recommendations were discussed, including a payment to the municipalities in 2019. Board Members recommended that the remaining fund balance not allocated be added to the proposed payment to the municipalities along with the \$10k proposed for Station #2 updates for a total of \$40,582. A motion was made by Grimmer and second by Krickhahn to allocate the uncommitted fund balance as follows: Capital Reserve \$175,261, Station#2 fencing/landscape needs \$5,000, Retirement funding \$5,000 and payment to municipalities \$40,582 for a total of \$225,43. Roll call vote: Bellin, Urbancheck, Grimmer, Krickhahn, Gallun and Bennett all ayes. No further discussion. Motion was carried.

13. Announcement of closed session was made by President Bellin.

14. Move into closed session

A motion was made at 7:55 pm by Gallun and second by Urbanchek 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 and Administrative Assistant. Participating in the session was the LCFR Fire Board and the Fire Chief. Roll call vote: Bellin, Urbanchek, Grimmer, Krickhahn, Gallun and Bennett all ayes. No further discussion. Motion was carried.

15. Return to open session

Motion was made by Gallun and second by Urbanchek to re-convene into Open Session at 8:20pm. Roll call vote: Bellin, Urbanchek, Grimmer, Krickhahn, Gallun and Bennett all ayes. No further discussion. Motion was carried.

16. Possible discussion and action regarding the closed session discussion

A motion was made by Bennett and second by Krickhahn to increase the Fire Chief's wage by 2% retroactive to July 1, 2018 with a review in January. All ayes, no further discussion. Motion was carried.

A motion was made by Urbanchek and second by Gallun to increase the Administrative Assistant's wage by 2% retroactive to July 1, 2018. All ayes, no further discussion. Motion was carried.

Bellin stated the Board would like to review both staff members again in January and get to the same schedule as the LCFR Staff review.

17. Confirmation of meeting schedule:

- a. Thursday, September 27th, 2018 at 6pm at Station #1
- b. Thursday, October 4th, 2018 at 6pm at Station #2 Annual Joint Meeting

18. Adjournment

A motion was made to adjourn at 8:35pm by Grimmer and second by Krickhahn. All ayes, no further discussion. Motion was carried.

Respectfully submitted by Sandy Rosch, Secretary/Treasurer.