



Lake Country Fire & Rescue – **Fire Board Meeting**  
Chenequa – Delafield – Nashotah  
Fire Station #1  
115 Main Street, Delafield  
Wednesday, March 12, 2014 at 6 p.m.

MINUTES

1. Meeting call to order  
Meeting was called to order at 6:00 p.m.
2. Roll call  
Present at the meeting was Stotts, Krickhahn, MacDougall, Urbancek, Wilkey, Bellin, Edwards and Secretary/Treasurer Rosch.
3. Public Comments  
Stotts had presented articles from the Weekly Standard regarding the future of Obama care vs. Medicare. Jeffrey H. Anderson wrote that “Medicare’s Office of the Actuary has projected that, by 2020, Medicare will reimburse doctors and other health care providers at lower rates than Medicaid will.” There were questions regarding Obama care insurance reimbursements. Preliminary reports expect reimbursements to be somewhere between Medicare and Medicaid rates. The unknown is what the patient’s responsibility will be, if any, regarding the unpaid portion of the medical billing. Bellin had posed a question regarding the practice of billing through itemization vs. flat rates. This will be reviewed and added to a future agenda for discussion and review. Stotts also discussed the political proceedings that continue in Fitchburg between the Mayor and the Police and Fire Commission. An article from the WI State Journal by Doug Erickson was shared with the Board and those in attendance.
4. Communication  
Included in the Board packet was a letter written by Stotts to community leaders, Trustees and Council Members with a pre-Audit look back at 2013. A letter from the Village of Menomonee Falls thanking LCFR for their help in a MABAS call for multiple motor vehicle accidents, including a 45 vehicle accident that resulted in one fatality. A letter from a staff member thanking the department for the six months he spent with LCFR, gaining knowledge and skills he will take to his new full-time Firefighter/Paramedic position in Green Bay. A copy of the letter from the City of Delafield’s Mayor McAleer to President Obama in support of honoring the late Lt. Alonzo Cushing of Delafield with the Medal of Honor. Thank you acknowledgements were received from the Leukemia & Lymphoma Society and Froedtert Hospital Foundation for donation made in memory of the father of Deputy Chief Herzberg and the wife of Robert Foote, Jr. A thank you note was received from Cheryl Edwards for flowers sent following her recent surgery.
5. Approval of Minutes  
Motion was made by Bellin to approve the minutes from January 9, 2014 as written and second by Urbancek. All ayes, MacDougall abstained, motion was carried.
6. Discussion and possible action regarding the Audit of 2013 as presented by Jim Frechette, CPA  
The Audit of 2013 was presented by Jim Frechette, CPA with recommendations to the Board to request additional funding from the communities to offset the shortfall from 2013. Frechette recommended LCFR request \$101,212 to bring the “Cash” to the same balance that we ended 2012 with. Frechette stated, in his opinion, that increasing the municipal contributions was needed to avoid continued shortfalls. He stated there is no room for absorption of shortfalls as the majority of the budget is for staff and personnel expenses, leaving very little for other department expenditures. He felt that revenues for ambulance services were consistently less and less each audit year and that LCFR needs to continue to be aggressive in writing off outstanding accounts receivable so it does not give a false sense of what is expected to be collected. He has established a schedule that can be followed at each audit when addressing balances both at the Collection level and the outstanding Andres Medical Billing balances. When asked about areas of improvement or recommended changes, Frechette recommended the monthly reconciliation of billing and collection balances include recording collection fees and write-offs as they occur versus at the time of audit. He also recommended, although not required, LCFR work on preparation of a Management Discussion and

Analysis Letter to be included in the annual audits. Frechette will finalize the Audit Draft per direction from the Board and send out 5 copies for distribution to the municipalities. Rosch to email final Audit copy to all Board Members, Commission Members and Municipal Clerks for distribution, once it is received. Motion was made by Wilkey to accept the 2013 with the requested changes (removal of unnecessary WRS categories to eliminate confusion and correct typographical errors). Motion was second by Urbancek. All ayes, no further discussion and motion carried.

7. Approval for Secretary-Treasurer to make the recommended Journal Entries as prepared by Jim Frechette, CPA  
Motion to approve and direct the Secretary-Treasurer to make the recommended Journal Entries as prepared by Jim Frechette, CPA with an effective date of 12/31/2013, was made by Krickhahn and second by Urbancek. All ayes with no further discussion. Motion was carried.
8. Discussion and possible action regarding request to municipalities for additional 2013 funding to offset operating deficit, as determined by auditor  
Krickhahn felt the Department should work to remedy the shortfall in the early part of the year and only approach the municipalities after attempts to recover are unsuccessful. He felt that business owners do not have an opportunity to seek additional funding from their customers after agreements have been made. MacDougall felt that the municipalities have all been made aware of the needs of the department and are expecting LCFR to approach them once our Audit was completed to address the shortfall. Stotts and several other Board members confirmed that their communities are anticipating the need for additional funding and to not seek assistance now will likely only delay the need and affect the 2014 budget as well. A motion was made by MacDougall to request municipalities contribute an additional \$101,212 to offset the 2013 operating deficit, as determined by the Auditor. The motion was second by Urbancek with a roll call vote. Stotts: aye, MacDougall: aye, Urbancek: aye, Krickhahn: No, Wilkey: aye, Bellin: aye. There was no further discussion and motion was carried.
9. Treasurer's Report
  - a. Ambulance billing and collection update was discussed during the Audit review.
  - b. Board review of balance sheet, revenues and expenses, and reconciliations, thru 02/28/2014 was presented and reviewed. The Board recognized the reduced call volume and collections but felt another month or two would be needed to evaluate.
  - c. A motion was made by Bellin to approve check journals/disbursements over \$1,500 from 01/09/2014 thru 03/10/2014 (Ck#3676 for \$1,603.32, Ck#3691 for \$1,695, Ck#3736 for \$2,8400, Ck#3725 for \$2,018.21, Ck#3726 for \$2,147.63, Ck#3756 for \$2,332.81, Ck#3757 for \$2,105.99, Ck#3758 for \$17,475.00 and Electronic payment for \$1,743.87). The motion was second by Krickhahn. All ayes, motion carried.
  - d. Discussion and possible action regarding the replenishment of the Contingency Account  
Board members discussed the use of the contingency funds for 2013 expenses and would prefer that the account be replenished based on the response or funding from the municipalities.
10. Discussion and possible action on LCFR fee schedule, Resolution 2014-1, a revision of Resolution 2013-1, to correct the fee schedule for Inspection Fees by LCFR  
Correction to Resolution 2014-1 was made and presented to the Board for review. Motion was made by Krickhahn to approve Resolution 2014-2 with the wording change made to inspections of properties greater than 150,000 sq. feet and second by Wilkey. All ayes, motion carried.
11. Chief's Report
  - a. LCFR Call Activity report was presented and discussed. Fire call activity continues to be ahead of 2013 by 13 calls but overall call volume is 35 less than 2013 at this time.
  - b. Staffing Report – Recent hiring of our part-time Paramedics by area departments (Green Bay, Wauwatosa).
  - c. Training/Conference Updates – February included a lot of mandatory training with PALS (Pediatric Advanced Life Support), ACLS (Advanced Cardiac Life Support), Paramedic Refresher
  - d. Equipment Status – Working on radio order

- e. New business – Recognition ceremony on April 5<sup>th</sup> for a patient who is recovering from traumatic injury that occurred last September. The two car accident had two fatalities and Aime required resuscitation and extensive medical care. She was flown to Children’s Hospital where her prognosis was uncertain. Her father and brother were injured and transported as well, though fortunately not as critically. Flight for Life and all area departments that were involved have been invited to recognize Aime for her fight to recover and everyone involved has been asked to sign two helmets that will be presented to Aime and Sam. On April 12<sup>th</sup>, there will be an Elected Officials Day at WCTC where those that have signed up can participate or observe simulated emergency scenarios that emergency personnel train and prepare for. Chief Edwards invited anyone interested to sign up as soon as possible to assure a spot in the class.

12. Confirmation of upcoming meetings:

April Board meeting is scheduled for Wednesday, April 9, 2014 at 6pm, at Station #1.

13. Adjournment

A motion to adjourn at 7:29 p.m. was made by Wilkey and second by MacDougall. All ayes, motion carried.