



Lake Country Fire & Rescue – **Fire Board** Minutes  
Chenequa – Delafield – Nashotah  
Fire Station #1  
115 Main Street, Delafield, WI 53018  
Wednesday, March 10, 2010 – 6p.m.

1. Meeting call to order, Pledge of Allegiance and Roll call  
The meeting was called to order at 5:57pm by President Stotts. Present were President Rod Stotts, Vice President Gordon Gunnlaugsson, board members Susan Wilkey, Jeff Krickhahn, and Gerald MacDougall and Theresa Urbanchek. Also present was Attorney De La Mora, Fire Chief Edwards, Fire Chief Hagemann and Secretary/Treasurer Rosch.
2. Public Comments  
None
3. Communications  
There was a letter of *Thanks* sent by a local Accountant and business owner that was sent to his 600 clients complimenting the fast action and great care he received from the Delafield Fire Department. The care provided was credited for saving his life.
4. Approval of minutes of the February 4, 2010 meeting  
Motion made by Wilkey to approve the February 4, 2010 meeting minutes as written, second by Urbanchek. All ayes, motion carried.
5. Discussion and possible action regarding status of application to join the Wisconsin Retirement System and approval of letter drafted for legislative support  
Attorney Hector de la Mora has been working with WRS employee Shawn Smith regarding recent inquiries from SSA requesting additional information for review of our application. Additional documentation was provided to SSA by Ms. Smith on February 22, 2010. Attorney de la Mora spoke with Ms. Smith on March 5<sup>th</sup> regarding LCFR status and the further need for information. Attorney de la Mora provided a written response to questions posed by Ms. Smith clarifying several points. A letter was also drafted by de la Mora to share with Congressional Representatives by LCFR Board members. Attorney de la Mora also requested Board members attach two documents to any correspondence (“3/3/2010 Anton Ltr (Sen Kohl)” and “12/22/2009 Ltr from Jean Gilding”) as well as copy all correspondence to both Jean Gilding and Shawn Smith from WRS/ETF. Attorney de la Mora will follow-up with Ms. Smith before April 1, 2010 to determine status.
6. Discussion and possible action to amend Resolution 2010-3 requesting addendum to Municipal Agreement to provide for alternate board members  
Documents drafted by attorney for amendment and resolution to allow for the use of alternate board members to attend and vote in place of an absent board member. The Mayor of the City of Delafield and the Village Presidents of Chenequa and Nashotah, will serve as alternates in the event of the absence or unavailability of the board member from their respective community. It will be the responsibility of the board member to notify the Secretary/Treasurer of their expected absence and if there will be an alternate attending in their absence. Motion made by Krickhahn to

approve Amendment 1 to the Intermunicipal Agreement between The City of Delafield, Village of Chenequa, and the Village of Nashotah establishing the Lake Country Fire and Rescue Department and Resolution 2010-3 as written, second by Wilkey. All ayes, motion passed.

7. Discussion and action regarding M&I lockbox agreement(s) for ADPI payment processing  
A meeting with M&I officials regarding proposal for processing of payments generated from ambulance billing resulted in the recommendation to establish a lockbox account with M&I. Current and previous practice data was obtained and reviewed by M&I staff to establish usage, needs and cost. Proposal made to establish a lockbox with M&I to receive all payments generated from ambulance billing with funds being deposited on a daily basis. All correspondence (Insurance and patient) will be scanned and accessible to the billing service to post to the patient account from a secure website. Security measures were discussed. Rosch to make contact with ADPI to establish the level of financial contribution they will make toward these expenses. Motion made by Gunnlaugsson to accept proposal by M&I for payment processing of ambulance billing, second by MacDougall. All ayes, motion passed.
8. Discussion and action regarding Summit-Aurora Interfacility Agreement and staffing  
Agreement reached between Summit-Aurora and LCFR to provide ambulance services to patients requiring Interfacility transfer services. The contract will renew annually and Aurora-Summit will pay a monthly fee of \$5975.00 for this service. Chief Edwards stated when asked, that an additional full-time Paramedic/Firefighter would be needed to ensure services and maintain presence and service to the communities LCFR serve. After discussion it was the Board's feeling that Chief Edwards fill the vacant shifts with part-time staff until the impact of the contract can be evaluated. Motion by Wilkey to approve the agreement between Aurora-Summit and LCFR as written, second by Krickhahn. All ayes, motion passed. Attorney de la Mora excused himself at 6:40pm.
9. Discussion and possible action regarding Chenequa driveway clearances and address markers  
Chief Edwards, President Stotts, Chenequa Village Administrator Bob Douglas and Chenequa Village President Robert Foote met earlier today to discuss the progress in identifying and correcting driveway clearance and identification. A previous letter addressing this issue was sent on 6/16/2009 by Fire Chief Hagemann, of the former Lake Country Fire Department. Concerns were discussed regarding the potential delays in response to fire or EMS calls. The driveway clearance directly impacts the movement of fire and rescue vehicles, the turning or positioning of equipment as well safe and expedient exiting of the area can be very difficult. Driveways sometimes allow access to multiple buildings or residences from a single street entrance. Unless clearly marked, locating the correct building or residence may delay services. Even though many of the Village staff and LCFR members are familiar with the area, address markers would assist in the response. Driveway clearances will be reviewed by Forestry, Police and Fire staff and addressed with property owners. A letter will be written and sent by Fire Chief Edwards to the residents of Chenequa and information was also made available to the community newsletters.
10. Compensation and Wage committee update  
MacDougall reported a preliminary draft of a questionnaire/survey has been created. The Clerk/Treasurer has offered to forward the questionnaire/survey to other Clerk/Treasurer's for completion. MacDougall will meet with Gunnlaugsson and review the format and make any revisions necessary before beginning the process of data collection.
11. Review of Chief Edward's 2010 Goals

Discussion of goals presented resulted in the request for measurable ways to evaluate each goal. Chief Edward's to review with the Board at next meeting.

12. Discussion and possible action regarding equipment needs and repositioning

Chief Edwards discussed the possible relocation of equipment as they review each Station. Over all equipment status update given to Board.

13. Treasurer's Report

Review of balance sheet, revenues and expenses and the check journal and disbursements over \$1500. Review of LCFR Spreadsheet noted the monthly timing of data available. Rosch states billing information is generally ready by the 7th-10<sup>th</sup> of the month for posting. Some data was not available by time of the Board meeting. Medicare approval is expected any time. ADPI informed us it should be by the first week of March. The Medicare contact was on vacation for a week returning this week and Rosch had also left a message to inquire about the status. Rosch asked the Board for direction as to which Auditor to utilize for questions and schedule a meeting to review work done so far under the new LCFR entity. Urbanchek, Stotts, Chief Edwards and Rosch will co-ordinate a meeting with both Auditors and return to the next meeting with recommendations for the Board. Motion made by Urbanchek to approve the check journal and payment of identified checks over \$1500.00, Ck#1040 to Lynn Heise for \$3300 for Refresher courses, Ck#1064 to Taylor Computers for \$2501.00 for computers and Ck#1075 to Lakeside International for \$2616.36 for repair work. Second by Wilkey. All ayes, motion passed.

14. Chief's Report

Staff has voted to adopt a Department patch out of 4 designs presented from a committee formed to design patch choices. Tuesday evening/Wednesday morning training continues. Chief Edwards summarized topics discussed at a recent conference he attended. The loss of a full-time Paramedic/Firefighter to another nearby community will need to be replaced as soon as possible. Call volume was 154 for the month of February. Generally maintenance expenses were ahead of anticipated but the expectation was for it to level off. Several of the Intercept agreements between the Lake Country Fire & Rescue and local Municipal Fire Departments have been obtained others were mailed and we are awaiting their return. A group of interested staff have come together to work on the Water Rescue team. After review of training standards and individual certifications a proposal was put together by Lt. Pozorski to address the needs of the Dive/Water Rescue Team. A request for funding was sent to the Chenequa Foundation for financial support for staff training and updating/addition/replacement of equipment. The total estimate was estimated at \$29,070.00. No response has been received as yet. BLS transport discussions continued.

15. Date of next meeting.

Next meeting scheduled for 6pm on Thursday, April 15, 2010

16. Adjournment

Motion to adjourn by MacDougall and seconded by Wilkey at 8:24pm.  
All ayes, motion carried.

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Respectfully submitted by Sandy Rosch, Secretary/Treasurer