



Lake Country Fire & Rescue – **Fire Board** Minutes
Chenequa – Delafield – Nashotah
Fire Station #2
N44 W32787 Rasmus Road, Nashotah, WI 53058
Thursday, April 15, 2010 – 6p.m

1. Meeting call to order, Pledge of Allegiance and Roll call

The meeting was called to order at 6pm 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

Laura Gralton spoke on concerns related to First Responder activity in the Station 2 & 3 areas. She thanked Chief Edwards for considering the concerns of the staff and community and his decision to keep the First Responder program active. Ms. Gralton also inquired about the Defibrillators that were a part of the Lake Country Fire Department and wanted to know where they were currently being utilized. She stated she was grateful the pager re-programming was about to begin to limit the amount of pager calls to those who did not want to be informed of all LCFR calls. Construction costs for Station 2 as related to volume of calls was brought up. Rich Lartz, President of Village of Nashotah, stated that several staff and community members had called him with their concerns, one of which was the First Responder program. He asked for an explanation as to the response plan for calls in the Station 2 area. He was requesting that they have consistency when the calls are handled.

3. Communications

There were several letters of *Thanks* sent by area residents, the Lake Country Emergency Physicians group and ProHealth Care for our assistance given on March 16th at the Olympia Resort. The letters thanked the staff of LCFR for their communication, fast action and great care received.

4. Approval of minutes of the March 10, 2010 meeting

Motion made by Wilkey to approve the March 10, 2010 meeting minutes as written, second by Krickhahn. 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. Attorney de la Mora has nothing further to report from SSI or WRS on the LCFR status. President Stotts and Chief Edwards met with James Sensenbrenner during a recent Town Hall Meeting held in Nashotah. Sensenbrenner was aware of our situation and had initiated an inquiry to SSA concerning our Section 218 application. He will wait a few weeks before he makes an additional inquiry.

6. Discussion and possible action regarding Hitech and Red Flag Rules
Recent changes by the federal government initiated a revision by Aurora-Summit Business Associate Agreement. The changes have been reviewed and to assure compliance, it was suggested we consider appointing someone to be our internal compliance officer. Chief Edwards to review and report back to the Board with findings and actions taken.
7. Discussion and possible action to amend Resolution 2010-3 requesting addendum to Municipal Agreement to provide for alternate board members
Several concerns originated from a meeting in the Village of Nashotah regarding appropriateness of using elected officials as alternate Board Members. Julie Swenson, Village of Nashotah Board Member strongly urged the board to avoid the use of alternates to avoid the “politicizing” of the Fire Board. She noted there have been failed departments in the past that have struggled with the politics of doing business. Ms. Swenson also cited that when the membership of the Board was discussed, careful thought went into whom the members should be and where they should come from. With the thought that other municipalities may want to join LCFR, there would be an even greater opportunity for conflict and it would be hard to go back and undo a change such as this. Nashotah Village Board President, Rich Lartz, felt the same way. Both felt there are other ways to deal with the need for alternates in the anticipated absence of a Board Member (i.e., rescheduling meeting dates, calling an emergency meeting when needed, co-coordinating attendance with your other community representative so as not have a quorum). Ms. Swenson states that continuity cannot be employed when not in attendance and to have an alternate have the power to vote and not necessarily be involved or attending Board Meetings on a regular basis could be detrimental to the goal of the Board. A motion by Urbanchek to post-pone Resolution 2010-13, Resolution recommending participating municipalities consider and adopt a proposed amendment to the Lake Country Fire & Rescue intermunicipal agreement affecting attendance required for a Fire Board quorum, second by Krickhahn. All ayes and motion was passed.
8. Discussion and action regarding agreement and M&I resolution for credit card use by LCFR staff
Documentation for use of M&I credit cards that were issued in February needed completion. Motion made by MacDougall to approve signing of the Organization Borrowing Resolution and Authorized Signers for Lake Country Fire & Rescue, second by Wilkey. All ayes, motion passed.
9. Discussion and action regarding the use of First Responders until facilities completed in Station #2
Staff from Station 2 and 3 met with Chief Edwards to discuss the role of the First Responder. A plan was developed to maintain the use of the First Responder’s in the Nashotah and Chenequa. A schedule was developed for staff to sign up on their available days to carry the First Responder kit, with one staff assigned per day. There is an AED in the First Responder kit for Station #2 and another AED and First Responder kit was made available to the staff from Station #3. Chief Edwards explained that when a call went out the First Responder for that assigned day would respond to the call directly, unless they were in the vicinity of the Fire Station and could take the ambulance on the call. Any other responders would go to the Station and follow with the ambulance. A paramedic intercept vehicle would also be dispatched unless the call clearly did not require additional staff or ACLS services. The goal for LCFR is to continue to utilize First Responder Services until Station #2 renovations are complete and can be staffed with personnel full-time.
10. Compensation and Wage committee update
MacDougall reported a questionnaire/survey has been created. A list of surrounding communities was made for mailing and gathering of data. MacDougall compared the list with that of the PAR

Study done more than 5 years ago for the City of Delafield, and added communities he had not previously listed. Gunnlaugsson asked that private ambulance companies be included in the gathering of wage and benefit information. After making a few changes to the questionnaire, MacDougall will forward the documents on to the City of Delafield's Clerk/Treasurer to pass on to other designated Clerk/Treasurer's for completion.

11. Review of Chief Edward's 2010 Goals

Chief Edwards provided documentation of his goals for the current year. One of the objectives related to maintain staff levels. The Board asked Chief Edwards to consider where he felt the staffing should be, asking for his projected goal as well. Chief Edwards provided a breakdown of calls from 2009 vs. 2010. The Board would like the same to be done for the LCFD as well for the same time frame. A motion was made by Urbanek to accept Chief Edwards goals as written with the data breakdown requested, seconded by Wilkey. All ayes, motion carried

12. Discussion and possible action regarding selection of the LCFR Auditor position

A meeting with two potential candidates took place this week prior to this scheduled meeting, to interview for the position of Auditor. The meeting was attended by President Stotts, Theresa Urbanek, Chief Edwards and Secretary/Treasurer Rosch. Unanimously, the group selected to remain with independent Auditor Jim Freschette. A motion by Urbanek to hire Frechette on a 3 year contract was second by Gunnlaugsson. All ayes, motion carried. Stotts will contact both candidates regarding decision.

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. Medicare approval has been obtained and all Medicare billing has been sent. Payments are beginning to increase. In review of the treasurer's documents, it was noted that the overall budget is at approximately 25% with some areas higher, some lower. It was explained to the Board that typical spending for supplies is generally higher in the first part of the year and decreases over the course of the year. Check journal reviewed and signed by Board members.

14. Chief's Report

Personnel: Interviews and testing are being completed to establish an eligibility list for future hiring in LCFR. Current vacated position needs to be filled and will be filled by the use of currently eligibility list. Chief Edwards is attempting to contact President Tyre regarding the Commission's involvement in the process. Positions are generally filled from within the department as Chief Edwards and the LCFR staff; feel they have a better idea as to the applicant's qualifications.

Call Activity: Reviewed previously. Total calls for the Month of March were 196 (25 fire, 171 EMS).

Equipment Status: Station 2 sign was damaged and reported to the Police so insurance claim can be submitted. No ideas as to how the damage occurred. Replacement cost is expected to be approximately \$1200.

Water Rescue training: Training to be done with the Town of Delafield

Other: Chief Edwards has begun a weekly newsletter to communicate happenings in the department on a regular basis and keep everyone in the loop on any changes or news. The second one will be sent tomorrow. First responder concerns were addressed as stated earlier. AED's relocated from Station 2 are being utilized by the department in 2 First Responder kits and on engine 4561 as it is the first engine out and needs to be equipped with an AED for the safety of the

staff if anything should ever happen at an event that would require its use. Chief Edwards explained that not all equipment has an AED on board.

There has been a new Interfacility tone created for our department and is now ready for programming of pagers now. The process for this generally takes time as dispatch needs to do a fair amount of work to create it, and then program their system before releasing it to us for use.

Once all the pagers are programmed we can begin to utilize the change made.

Today ice cream was taken to the Waukesha County Communication Center as it has been "NATIONAL TELECOMMUNICATORS WEEK" and we wanted to recognize the staff for their hard work.

At the next meeting Chief Edwards invited the Board to meet at Station 1 so they could be shown the way the scheduling and assignment of work is done. Staff will put together a brief informal education for the Board.

15. Date of next meeting.

Next meeting scheduled for 6pm on Wednesday, May 19, 2010 at Station #2.

16. Adjournment

Motion to adjourn by Wilkey and seconded by MacDougall at 8:29pm.

All ayes, motion carried.

Respectfully submitted by Sandy Rosch, Secretary/Treasurer