



Lake Country Fire & Rescue – **Fire Board** Minutes
Chenequa – Delafield – Nashotah
Fire Station #2
N44 W32787 Rasmus Road, Nashotah
Wednesday, May 19, 2010 – 6p.m.

1. Meeting called to order at 5:57pm by President Stotts.
2. Roll Call
Present were President Rod Stotts, Vice President Gordon Gunnlaugsson, board members Susan Wilkey, Jeff Krickhahn, and Gerald MacDougall. Also present was Attorney De La Mora, Fire Chief Edwards, Fire Chief Hagemann and Secretary/Treasurer Rosch.
3. Public comments
None
4. Communications
A correspondence from ProHealth Care was received by Chief Edwards and shared with the Board regarding a Paramedic Intercept for a 911 call for severe chest pain. The notice praised the work of all involved as the “door to balloon time” was 39 minutes.
5. Approval of minutes of the April 15, 2010 meeting
Wilkey asked that the minutes reflect that the next meeting date corrected to read “Station 1”. The meeting location was not changed to Station 2 until after the Board meeting was held. Motion made by Wilkey to approve minutes as amended, second by Krickhahn. All ayes, motion carried.
6. Discussion and action regarding Resolution accepting WRS/SSA approval, cancellation of contracted employee agreement between LCFR and the City of Delafield, and acceptance of employees into the LCFR staff
A conference call and follow-up conversations with Attorney de la Mora, Chief Edwards, Rosch, City Staff Tim Schuenke and Ellen O’Brien, and Shawn Smith from ETF all felt comfortable moving forward with the transition from City of Delafield to Lake Country Fire & Rescue with an effective date of 1-1-2010. The state is ready to process the changes necessary for continuation in the current Health, Life, Income Continuation Insurance and WI Retirement. Rosch reported payroll is ready to have all staff moved to Payroll Data for processing and Diversified has been working on Section 125 (Flexible Spending) and 105 (HRA) transition. Attorney de la Mora assured Board members that LCFR can move forward and accept the Resolution cancelling the contracted employee agreement. The City of Delafield will be provided a copy of the Resolution for their review and records prior to the next Council Meeting. The Board was assured the City was supportive of the transition and the timing of the transition. Motion made by Krickhahn to accept Resolution 2010-4 with Exhibit A to be produced and attached cancelling the contracted employee agreement between LCFR and the City of Delafield and acceptance of employees into the LCFR staff. Second by Wilkey, all ayes, motion carried.
7. Discussion and action regarding agreement documents and the Resolutions to use Diversified Benefit Services to administer the Section 125 Flexible Spending and Section 105 HRA benefits

Rosch explained that Diversified has reviewed our participation and prepared Plan Documents for signature. Co-ordination of the HRA benefits between the City and LCFR will be needed and the effective date for the change will be May 1, 2010. But the FSA is able to be moved under the LCFR effective 1-1-2010. Motion made by Gunnlaugsson to approve resolutions 2010-5 for HRA Section 105 and 2010-6 FSA Section 125, second by Wilkey. All ayes, motion carried.

8. Discussion and action regarding transfer of dental benefits for full-time staff

Rosch explained the dental benefit plan was not a part of the state benefit package and was currently offered by Anthem Blue Cross/Blue Shield thru a vendor chosen by the City of Delafield. After investigating other carriers and dental plans, recommendations were to contract with Delta Dental as this would provide better coverage at a savings of approximately \$3700 per year. Wilkey motioned to accept the Delta Dental plan recommended, second by MacDougall. All ayes, motion carried.

9. Discussion and action regarding Resolution to accept the transfer of equipment from Lake Country Fire Department to Lake Country Fire & Rescue

President Stotts and Attorney de la Mora explained the issue surrounding remaining equipment owned by the Lake Country Fire Department. Since the Fire Department has held its final meeting they felt they needed to transfer the remaining equipment to the Lake Country Fire & Rescue with provisions outlining the reimbursement of any money received, should the equipment be sold or traded. MacDougall motioned to accept Resolution 2010-7 accepting the transfer of equipment as written, second by Wilkey. All ayes, motion carried.

10. Discussion and possible action regarding BAA agreement

Business Associate Agreement drafted by the office of Attorney de la Mora will be sent to the appropriate vendors for signatures and then kept file. Krickhahn motioned to accept the BAA as written for use by LCFR, second by Wilkey. All ayes, motion carried.

11. Date of next meeting

Next meeting is scheduled for Wednesday 6/16/2010 at 6pm at Station #2. Attorney de la Mora excused himself from the meeting at 6:51 pm.

12. Discussion and action regarding Auditor's review and recommendation

Review of the Auditor's findings and recommendations was presented by President Stotts and Rosch. Rosch asked the Board for permission to re-enter data from the first few months to allow consistency with the Budget design and account set-up ideas recommended by the Auditor. The Board had several requests for the account set-up. Payroll to be broken down to include overtime and education hours paid out and all payroll break down to be included in the monthly reporting. Accounts to document and track all ambulance write-offs as well as ambulance generated billing to be added to the account set up creating accounts receivable. Account detail to be available to Board after completion of the task of transferring to newly set up account. Target is to be June 1, 2010. Motion by MacDougall to approve new chart of accounts provided Auditor review of set-up prior to beginning the task of data re-entry of Quick Books financial data, second by Gunnlaugsson. All ayes, motion carried.

***DETAILS CKS Over 1500

13. Compensation and Wage committee update

Questionnaire has been distributed with the assistance of Clerk-Treasurer Gresch to multiple communities in southeastern WI with one response per email to date. MacDougall explained they will be able to utilize a free service called "Survey Monkey" to compile the data. He stated he has told all municipalities who participate that they will share the results. He is hoping to have more

info by the next meeting. Current and recent job listings have been forwarded to the committee as well for review.

14. Treasurer's Report

Review of ambulance billing/collections and financial reports by board members. All detail included all transaction thru April 30, 2010. There was discussion regarding Cash versus Accrual reporting. All future reporting will be generated on Accrual basis. Motion was made by Krickhahn to approve check journal dated 03/11/2010 thru 4/15/2010 inclusive of all disbursements over \$1500 (Ck#1124 to the City of Delafield for \$98,093.12, Ck#1128 to R&R Insurance for \$9369.00, Ck#1141 to Bendlin Fire for \$9400.00, Ck#1153 to M&I Bank, Ck# 1163 to City of Delafield for \$46,826.90, Ck# 1164 to Bound Tree for \$1,171.13, Ck#1170 to de la Mora and de la Mora for \$2,388.70, Ck# 1173 to the City of Delafield for \$55,280.36), seconded by Wilkey. All ayes, motion carried. A motion was made by MacDougall to accept check journal dated 4/15/2010 thru 5/17/2010 inclusive of disbursements over \$1500 (Ck# 1177 to Alert-All Corp for \$1,585.59, Ck# 1181 to the City of Delafield for \$2,341.26, Ck# 1199 to Matthew Fennig for \$2,215.79, Ck# 1208 to de la Mora & de la Mora for \$1,710.43, Ck# 1223 to the City of Delafield for \$29,072.87, Ck# 1216 to Med Alliance Group, Inc for \$2,006.61, Ck# 1221 to Garrett Herzberg for \$2,289.26), second by Krickhahn. All ayes, motion carried.

15. Chief's Report

Addition of full-time Firefighter/Paramedic Josh Peterson was announced. Josh's hire was approved by the Fire Commission on Monday, May 17th pending physical and psychological testing. Peterson's official start date will be Wednesday 5/26/2010 pending testing.

Tuesday night trainings continue. Currently working on Combat Tactics where the staff is required to work together in smaller groups.

Activity for the month of April was 157 calls, 42 Delafield, 5 Nashotah and 5 Chenequa. Of these calls 18 were back to back, 7 were 3 calls during the same time frame, once there were 4 calls occurring at one time.

New "Truck Committee" was established to address/review what LCFR has in equipment, where the equipment is placed and how the equipment is set-up. This committee also looks at the maintenance needs of all apparatus. The committee is comprised of staff from all stations.

Helen Peterson has been working with the LAMA group to organize a support group for this area of the county to support staff on calls. Helen is a former volunteer in the Lake Country Area.

Chief Edwards asked the board to consider a request for reduction in out-of-pocket expense for an EMS call. Consideration given to the claim and motion made by MacDougall to approve request, second by Krickhahn. All ayes, motion carried.

Chief Hagemann informed the Board of the delivery of the new Water Rescue Vehicle. It came without the high idle switch and some minor damage had occurred while being serviced. Chief Hagemann was working with the vendors to have everything addressed. The old vehicle will be delivered to its buyers once the contents have been removed.

16. Adjournment

A motion was made by MacDougall to adjourn at 8:17pm, second by Krickhahn. All ayes, motion carried.