



Lake Country Fire & Rescue – **Fire Board** Minutes
Chenequa – Delafield – Nashotah
Fire Station #2
N44 W32787 Rasmus Road, Nashotah
Wednesday, June 16, 2010 – 6p.m.

1. Meeting was called to order at 6pm by President Stotts.
2. Roll call
In attendance were President Stotts, Gerry MacDougall, Susan Wilkey, Jeff Krickhahn, Theresa Urbanchek, Chief Jack Edwards and Secretary/Treasurer Sandy Rosch. Excused were Gordon Gunnlaugsson and Chief Hagemann.
3. Public Comments
Helen Peterson presented information on the Waukesha County Emergency Support and Rehab, Inc. and the support services they provide to Waukesha County Fire and Police Departments. The program is a 501c(3), tax exempt organization organization that relies entirely on donations to fund their mission. The group is comprised of a variety of volunteers, some with ties to the fire and police. They also welcome youth involvement from the age of 12 thru 18. Their role is to support the fire and police during extended calls, trainings and planned events as able. They provide shelter, food, hydration and support for department staff as they work. Helen was accompanied by her daughter, who has expressed interest in joining this group as a youth member, the President and founder, Roger Lawton and Vice President Santos Sanfilippo. The group is eager to welcome new volunteers that could provide support to the western side of Waukesha County. Mr. Lawton asked the Fire Chief to make other departments aware of the group and its mission at his meetings with other Waukesha County departments. Mr. Lawton and Mr. Sandfilippo told Board Members they are looking to acquire another vehicle through donation or fundraising and will need a place to house it on the western side of Waukesha County. Helen Peterson will follow-up with the Board as she has plans to meet with other interested parties in the area. Roundy's Saver's Club (Charity Code # 917853) is another way people can support the group. More information is available at any Pick-N-Save location.
4. Communication
None
5. Approval of minutes of the May 19, 2010 meeting
Motion made by MacDougall to approve the minutes from the May 19, 2010 meeting, second by Wilkey. All ayes, motion carried. Urbanchek abstained from voting.
6. Discussion and possible action regarding Water Rescue Services, Training, Funding
After review and discussion regarding the Water/Dive Rescue services, recommendations were made by both Chief Edwards and Hagemann that the group should be limited in number due to training and outfitting expenses and would perform aggressive surface rescue year round, attempt recovery in open water for up to one hour but would dispatch any calls requiring under ice rescue to the Sherriff's Department or appropriately trained departments. The Board supported the

recommendation and felt living in this area it was important that we continue this service for the communities we serve. They asked the Chief to come back with a budget to provide the service and a "Mission Statement" to reflect the group's scope in any water or ice rescue or dive incident. A request for donations/funding submitted to the Chenequa Foundation will also be revised and resubmitted for consideration.

7. Presentation regarding the method of scheduling/staffing of LCFR Stations

A power point presentation was presented to the Board regarding the scheduling and use of staff. Chief Edwards discussed the staffing needs of the department and how we are meeting the needs of the department currently. A display board breaking down staff and their assignments based on the type of calls received (EMS, Fire, Motor Vehicle Accident, Intercept or Interfacility Transfers) demonstrated the thought and planning of the shift commander regarding the staff at its distribution should multiple calls occur. The Chief explained the organization and assignment of duties allows everyone to know their role when a call comes in and allows the shift commander to focus his attention on the call and anticipate the needs of the responding team.

8. Discussion and possible action regarding cell phone allowances

Cell phone use in the department was discussed. Chief Edwards explained that cardiac monitor tracings done while with the patient are transmitted via the cell phone to the hospital for review by the doctor. He also said there are times when the staff has to consult or make contact with the doctor before some medications or procedures can be done. For this reason cell phone use is essential in the field. Chief Edwards to establish specifications/capabilities for phones used while on duty and incorporate these standards into a policy. The Chief and designated staff will follow-up with establishing standards, looking at the various vendors and if it would be necessary to restrict to a specific vendor, check with Attorney de la Mora on the legal implications of having employee allowances for phones or department supplied phones and how open records requests are handled or might vary in either scenario. Chief Edwards will return with a policy and more detailed info and comparisons.

9. Discussion regarding Lake Country Fire Commission's recommendation to the LCFR Board regarding Fire Chief's review

Discussion at last Commission meeting shared with Board members. Dr. Tyre recognized the responsibility lies with the Board but charged the Board with establishing a process for evaluation. After discussion, the Board feels they are satisfied with steps they have taken.

10. Discussion and possible action regarding the correspondence sent to Chenequa property owners regarding driveway clearance and address markers

Chief Edwards stated no residents have contacted him with questions or requests for a personal visit to evaluate driveway clearance. Board member Wilkey shared she had been at a social gathering where the letter was discussed. She said that the letter was well received and residents seemed very interested and concerned that they maintain the proper driveway clearance. It was noted that the driveway markers are being evaluated by Chenequa's Public Safety committee.

11. Preliminary discussion of 2011 Budget process

Plans were discussed to add an additional Budget planning session in July.

12. Compensation and Wage committee update

MacDougall stated there were 27 requests sent out but only 7 responses have been received. No feedback was available for discussion at this time but MacDougall asked Chief Edwards to meet

with him to see if there were contacts he had to make another request for the survey's completion. Results of the survey will be considered in the budget process.

13. Treasurer's Report

- a. Board review of balance sheet, revenues and expenses, reconciliations, and ambulance service and revenue report thru 5-31-2010
- b. Motion by Urbanchek to approve check journal and disbursements over \$1,500 (Ck#1230 to the City of Delafield for \$42,981.54, Ck#1261 to the City of Delafield for \$97,417.55, Ck#1266 to Fire-Rescue Supply for \$1510.00, Ck#1273 Law Offices of de la Mora and de la Mora for \$1815.98, Ck#1281 to Peterbilt for \$1988.34, Ck#1282 to R & R Insurance for \$9369.00, Ck#1286 to The Minnesota Life Insurance for \$2327.50) written between 5/20/10 thru 6/16/2010, second by Wilkey. All ayes, motion passed.
- c. M&I Bank services reviewed. The Tag program that has been in place and protects business account balances is not going to be available after June 30, 2010. There was discussion regarding the opening of another account for insurance/balance protection purposes. Rosch to check fees for other banks and to check into the balance protection available as a government entity.
- d. Rosch explained the new budget format was completed and preliminary work and set-up in Quick Books to transition has been done. Rosch plans to begin the re-entry of the data and be completed by July 1st reporting.

14. Chief's Report

- a. New staff, full-time Firefighter/Paramedic Joshua Peterson has easily transitioned into his new role.
- b. Training Updates-Recent training in extrication done. Very well attended. Three vehicles were donated for the exercise
- c. LCFR Call Activity report: Total call volume up 65 calls compared to last year. There were 23 back to back calls, 2 times where there were three calls occurring simultaneously and 2 times where there four or more calls occurring during the same time frame.
- d. Equipment Status: Chief Edwards would like to sell a vehicle belonging to Chenequa with the approval of the Board. It is understood the proceeds would go back to Chenequa. Motion by Wilkey to approve the sale of Truck# 4576 was second by MacDougall. All ayes, motion passed. Chief Edwards will get an estimate as to the value of the vehicle and then contact Chenequa to see how they would like to handle the sale.
- e. New business: City of Delafield has questions regarding insurance premiums paid as a result of contracted employees. Investigating insurance coverage's and payments made to date. R&R Insurance has been assisting us in the review. Also, Change of Command ceremony is scheduled for Sunday, August 15, 2010 at Station 2 with a staff, family and invited quest picnic planned to follow the ceremony at Dickten Park

15. Date of next meeting

Next meeting is planned for Wednesday, July 21, 2010 at 6pm at Station #2. Budget planning session is planned for Wednesday, July 28, 2010.

16. Adjournment

Motion to adjourn was made by MacDougall at 8:37pm, second by Krickhahn. All ayes, motion passed.