



Lake Country Fire & Rescue – **Fire Board** Meeting
Chenequa – Delafield – Nashotah
Fire Station #3
31275 Highway K, Chenequa
Wednesday, September 15th, 2010 – 6p.m.
MINUTES

1. Meeting call to order
Meeting called to order by President Stotts with the Pledge of Allegiance at 6:01pm.
2. Roll call
In attendance were President Stotts, Vice President Gordon Gunnlaugsson, Gerry MacDougall, Susan Wilkey, Theresa Urbanek, Chief Jack Edwards and Secretary/Treasurer Sandy Rosch. Absent was Jeff Krickhahn.
3. Public Comments
No public comments.
4. Communication
Wilkey shared with the group positive feedback she was given by the Chenequa trustees regarding the Joint Meeting and the work of the board. Stotts thanked the Board for their participation in the Annual Joint Meeting and their contributions in the discussions.
5. Approval of minutes of the August 18, 2010 Board meeting and the August 25 and 30, 2010 budget workshop meetings and the Joint meeting held on September 9, 2010.
Motion by Urbanek to approve the minutes of August 18, 2010 was second by Wilkey. All ayes, motion carried with Gunnlaugsson abstaining.
Motion by Gunnlaugsson to approved the minutes of August 25th, 2010, was second by MacDougall. All ayes, motion carried with Wilkey abstaining.
Motion by MacDougall to approve the minutes of August 30, 2010, after correction of the spelling of MacDougall's name in the document, was second by Urbanek. All ayes, motion carried.
Motion by Wilkey to approve the September 9, 2010 minutes was second by Urbanek. All ayes, motion carried.
6. Discussion and possible action on Amending the Inter Municipal Agreement allowing Lake Country Fire & Rescue to borrow with possible action on Resolution 2010-8 to Amend the Inter Municipal Agreement allowing Lake Country Fire & Rescue to Borrow.
Attorney de la Mora reviewed the points of Amendment No. 1 and explained he addressed the points Attorney Macy requested from Nashotah. It was explained that the amendment must be acted on to allow the Board to borrow funds to bridge its cash flow needs, for the use of operational expenses only and will need to be addressed yearly if the need exists as outlined in the Agreement. The Amendment will be forwarded to each municipality to act on at their next meeting. It was estimated all communities will meet within in the next 4 weeks. Motion by Wilkey to accept Resolution 2010-8 recommending participating Municipalities consider and adopt a proposed Amendment, Amendment No. 1, to the Lake Country Fire & Rescue Inter-municipal Agreement allowing the Lake Country Fire Board to borrow funds was second by MacDougall. Roll call vote was taken: Stotts, aye; Gunnlaugsson, aye; MacDougall, aye; Wilkey, aye and Urbanek, aye. Motion carried.
7. Discussion and possible action regarding agreement and services provided by ADPI

Ambulance billing trends for 2010 were reviewed by Board members. With approximately 54% of the account balances still outstanding as of August 31, 2010, the members agreed it was time to look for a billing service that could provide better collections for LCFR. There have been several attempts to work with ADPI in an effort to improve collections but the staff at ADPI does not share our belief that collection levels are below average, that the need for account follow-up should be more frequent or account referral to collection for uncollectable accounts be done on a more timely basis. Attorney de la Mora has drafted a resolution for consideration as the contract requires a 6 month notice to cancel unless there are breeches. Motion by Wilkey to approve Resolution 2010-9 to terminate the agreement with Advanced Data Processing, Inc. (dba ADPI-Intermedix) was second by Urbancheck. Roll call vote was taken: Stotts, aye; Gunnlaugsson, aye; MacDougall, aye; Wilkey, aye and Urbancheck, aye. Motion carried. Attorney de la Mora to draft a letter for Stotts to sign and send to ADPI giving them notice of termination but also requesting a personal meeting to discuss account status, company performance and answer questions related to our account.

8. Discussion and possible action on the approved line of credit for LCFR

M&I has not provided documentation for the line of credit so this has been deferred to the October LCFR Board meeting.

9. Discussion and possible action on the implementation of a cell phone allowance

Attorney de la Mora presented his research on the cell phone allowance proposed by Chief Edwards. He cautioned that the employees know that there can be constitutional privacy concerns as well as the employer's responsibility to comply with the open records laws. After Board discussion on the concerns raised and the data provided by de la Mora, Gunnlaugsson motioned to approve the LCFR Wireless Communication Policy with a stipend for the command staff and a stipend for the Captains and to approve Resolution 2010-10 to adopt a wireless stipend policy. Wilkey second the motion. Roll call vote was taken: Stotts, aye; Gunnlaugsson, aye; MacDougall, aye; Wilkey, aye and Urbancheck, aye. Motion carried.

10. Discussion and action on the ambulance fee schedule and ambulance supplies

Previous discussions during the budget process regarding the re-evaluation of the LCFR ambulance fee schedule resulted in the fee schedule present this evening. Motion by Urbancheck to approved the ambulance services fee schedule as presented was second by Wilkey. Roll call vote was taken: Stotts, aye; Gunnlaugsson, aye; MacDougall, aye; Wilkey, aye and Urbancheck, aye. Motion carried.

11. Treasurer's Report

- a. Board review of balance sheet, revenues and expenses, and reconciliations, thru 08/31/2010. Stotts added that the expenses are tracking very well this far into the year. Gunnlaugsson asked if there were any upcoming large expenses that may come up that may not have been factored into the budget or predicted. Chief Edwards stated there were none that he could think of with the exception of the maintenance of some equipment this month that was going to hurt his maintenance budget. Rosch stated the next 3 payrolls historically have been the highest in the year and that all insurance premiums are accounted for as of the check journal presented today. All other recurring expenses for employee benefits are done monthly. Intercept billing with the exception of two smaller departments that have been slow to pay, have been running 30-60 days for collections.
- b. Board approval of check journals and disbursements over \$1,500 from 7/21/10 thru 8/16/2010 and 8/17/2010 thru 09/15/2010. Check journals were reviewed and signed by all members present.
- c. Review of ADPI service and revenue, plan for line of credit use, Medicare/Medicaid status, use of lockbox. By Stotts' calculation we may not need to access the line of credit once established until the last 4-6 weeks of 2010. Gunnlaugsson suggested we take a small draw once established to ensure everything is in order and funds transfer as expected. Then draw on the account as needed. Lock box has not been utilized yet. Paperwork has been submitted to Medicaid for our new ID#.

12. Chief's Report

- a. FD Staff/Personnel Activities-Resignation was received from Mike Rasmussen.
- b. Training Updates-Continue, currently working on advanced skills with EMS based scenarios.
- c. LCFR Call Activity report-Previously discussed at the Annual Joint Meeting. Board members inquired about the morale and integration of the combined staff now that 8 months has passed. Edwards stated he is not aware of any issues and commended the staff. He explained they had a recent very serious call and all three stations came with equipment. He explained that everyone worked really well together and some staff was on the scene for as many as 5-6 hours.
- d. Equipment Status-4576 from Chenequa was appraised at \$40,000 but the appraiser admitted it was difficult to put a price on it. Edwards was thinking they may be able to get a little more than that. There has been some interest in the vehicle by two different departments.
- e. New business-There were questions regarding Training and if LCFR would be covering some costs. This will be discussed in the future.

13. Date of next meeting

Next meeting is scheduled October 13, 2010 at 6pm at Station #1 in Delafield's Training Room

14. Adjournment

Motion to adjourn was made by Wilkey at 8:25pm second by Gunnlaugsson. All ayes, motion carried.

Respectfully submitted by Sandy Rosch, Secretary/Treasurer