



Lake Country Fire & Rescue – **Fire Board** Meeting  
Chenequa – Delafield – Nashotah  
Fire Station #1  
115 Main Street, Delafield  
Wednesday, November 17, 2010 – 6p.m.  
MINUTES

1. Meeting call to order  
Meeting called to order by President Stotts with the Pledge of Allegiance at 5:59pm.
2. Roll call  
In attendance were President Stotts, Vice President Gordon Gunnlaugsson, Theresa Urbanek, Gerry MacDougall, Susan Wilkey, Jeff Krickhahn, Chief Jack Edwards and Secretary/Treasurer Sandy Rosch.
3. Public Comments  
No public comments.
4. Communication  
Written communication was shared from City of Oconomowoc. A letter was received thanking the staff of LCFR in their participation in the 18<sup>th</sup> Annual Apparatus Display on October 9, 2010.
5. Approval of minutes of the October 13, 2010 Board meeting  
Motion by Wilkey to approve the minutes as presented for October 13, 2010 was seconded by MacDougall. All ayes, Gunnlaugsson and Urbanek abstained, no further discussion. Motion carried.
6. Discussion and possible action regarding the agreement and services provided by ADPI and the findings and recommendations regarding the other Billing Services interviewed  
President Stotts updated the Board on the status of the search for a billing service provider. Attorney de la Mora reported to Stotts and Rosch in a conference call that a discussion with Michael Brooke took place on Monday, 11/15/2010 and was very positive. Mr. Brooke has agreed to the termination of the contract effective 12/31/2010. They will continue to provide 90 days of follow-up billing on claims that will have been billed through 2010. Attorney de la Mora asked Brooke to prepare a termination agreement as well as a transition plan to confirm verbal discussions. Attorney de la Mora and ADPI staff have agreed to meet via a teleconference on Monday, November 22, 2010 at 2pm. De la Mora stated he did not expect there to be any additional fees from ADPI as a result of this negotiated termination date. Review of the amended contract from Andres has been started but no action will be taken until the termination agreement from ADPI has been reviewed and signed. Some questions were asked by the Board members regarding the research of other billing service companies. Motion made by Krickhahn to authorize Attorney de la Mora and President Stotts to initiate a contract with Andres Medical Billing upon signed receipt of favorable termination agreement from ADPI and circulation of agreement and proposed contract to LCFR Board members for review. Motion was second by MacDougall. All ayes, motion carried.
7. Discussion and possible action regarding the implementation of Waukesha County Communication's new Fire/EMS and Police software.  
Deputy Chief Matt Fennig reviewed the history of the current dispatch software and stated its intended design was for use in jail systems. The software has had several "fixes and band-aids" to try to make it more functional in the environment it is used but it was clearly not the best software for the job. Approximately 3-4 years ago the County began to look at replacement of the software but this time they involved a group comprised of Police, Fire and EMS professionals to find the best fit.

They have contracted with a company in Pittsburgh to purchase a new CAD (Computer Aided Dispatch) system. Everyone involved in the selection process is very excited about the new software, but now the focus has been placed on the training and implementation. The group has selected someone from each profession to sit on this committee to learn the software and make recommendations on its implementation and configuration to best suit the needs of the user. This commitment of staff for the project is estimated to be approximately 40 weeks. The City of Brookfield has the ideal staff person to participate on behalf of the Fire/EMS department but not without a financial burden to the department. After all other avenues have been exhausted, the department has asked that all Waukesha County departments contribute \$1300-\$1500 each to defray the overtime expense they would incur. Fennig and Chief Edwards asked the board members if there would be any opposition to this if they could find the money in the budget. There is also an option to spread this obligation over the next 12 months if needed. No additional funding would be sought if the project required additional time and expense. Board members stated they were pleased the process was more proactive and inclusive of the professionals that would be the end users of the software. Fennig said the current LCFR equipment was compatible with the new software but confirmed the radio system will need to be addressed by 2013. Motion made by Gunnlaugsson to approve the expenditure to the City of Brookfield for an amount not to exceed \$1500.00, second by Urbanchek. All ayes, motion carried.

8. Discuss and adopt 2011 monthly review topics

Review of proposed review topics was made by the board with a few suggested changes. President Stotts and Chief Edwards stated it was a work in progress and will be used as a guide. Evaluation will be on-going and the schedule is subject to change as needed. LCFR Board agreed to adopt the proposed schedule with changes and Rosch to prepare a 2011 Calendar that identifies the review topics.

9. Discussion and possible action on meeting calendar for 2011

Board members have agreed to adopt the second Thursday of the month as their meeting night but noted there may be dates that will need to be adjusted based on prior commitments. This schedule will begin in 2011 with all meetings scheduled at Station #1 unless otherwise noted.

10. Treasurer's Report

- a. Board review of balance sheet, revenues and expenses, and reconciliations, thru 11/01/2010, documents in Board packets. Current checkbook balance approximately \$123,000. A draw from the newly established line of credit was made on November 3<sup>rd</sup> for \$10,000 and the first interest payment was paid today. Stotts pointed out that we continue to track under budget for the year and Rosch predicted it would be December before any additional funding would be needed, possibly as late as December 15<sup>th</sup>. Discussion on bank fees brought up as information was included in the packet for member review. We will be gathering information on local banks to be sure we are staying competitive and also protect our funding under the banks insurance limits. Information should be available by next meeting. Rosch to work with the Auditor in December on preparation of Audit in early 2011. Rosch will discuss with the Auditor how to address financial activity prior to January 1, 2010
- b. Board approval of check journals and disbursements over \$1,500 from 10/14/10 thru 11/17/2010. Motion made by Urbanchek to approve the checks in excess of \$1500 (Ck#1487 to Nally, Maloney & Peterson for \$1840 and Ck#1503 to Intermedix for \$1909.13), second by Krickhahn. All ayes, motion carried.

11. Chief's Report

a. FD Staff/Personnel Activities

On Tuesday, November 9, 2010, the Delafield Presbyterian Church planned, prepared and transported a Thanksgiving dinner for the available staff. All staff was notified and invited to

the dinner that preceded the training. The meal was great and the members from the church were able to eat dinner with the staff. A thank you is being sent.

b. Training Updates

The Fire Department has obtained the use of a house in Delafield for training purposes. There have been two trainings so far on this property and in the home. Weekly trainings will continue thru mid December. A tentative date for burning the structure is Saturday, December 18, 2010. The burn generally takes place on a weekend day in the early morning. The property is set back off the road and has allowed the staff to simulate a response that could potentially restrict vehicle traffic. Also, on Monday, LCFR paired up with the Flight for Life staff to hold an "Airway Boot-Camp" here at Station #1. The FFL physician along with the LCFR Medical Director, Dr. Westlake, spent the day with the staff and participated in the training. Training stations were set up throughout the Station, including an accident vehicle from a local tow company. Staff was very excited about the opportunity to participate and felt it was one of the best they have been involved with.

c. LCFR Call Activity report

Chief Edwards distributed the call sheets for review. Chenequa is still tracking ahead of last year. Chief Edwards said they will review the calls to be sure the system is tracking the calls appropriately.

d. Equipment Status

Chief Edwards informed the Board of a Thermal Imaging Camera (TIC) that has been out of commission for several months now. The department has made attempts to work with the insurance company to repair or replace but they will not if a date of damage cannot be give. They have been offered a trade from a local vendor to replace the camera in return for the compressor located at Station #2. The compressor is the second for LCFR with the preferred compressor located at Station #1. Chief Edwards has received a written quote outlining the trade and will pursue it unless any objections. Clarification was made that the equipment in question is the property of the fire department. Urbanchek reminded the Board that future maintenance may have been pre-paid on the compressor and we should check that before entering into a trade agreement. No other concerns.

e. New business

Stotts told the Board that Chief Edwards and the Deputy Chiefs have spoken to him about creating an Executive Board within the department. He felt the group would be a place to bring ideas, concerns, discussions to with the belief collectively they could troubleshoot, brainstorm or problem-solve as necessary. Members of this committee would include the Chief, Deputy Chiefs and 2-3 others Officers with representation from all three Stations. There was discussion as to the involvement or participation of the Board and Urbanchek pointed out this committee would be a department committee separate from the Board.

12. Date of next meeting is Thursday, December 16, 2010 at 6pm in Nashotah at Station #2. The new schedule will begin in 2011 (second Thursday of each month).

13. Motion to adjourn at 7:55pm by Krickhahn was second by MacDougall. All ayes, motion carried.