



## Lake Country Fire & Rescue – Fire Board

Serving the Village of Chenequa-Village of Nashotah  
City of Delafield- Village of Oconomowoc Lake  
Town of Delafield-Village of Wales-Town of Genesee

LCFR Station # 42  
115 Main St, Delafield, WI 53018  
**Thursday, January 28, 2021 at 5 PM**

### **MEETING MINUTES**

**Board Meeting was held on site and by ZOOM. Face coverings were required on site.**

1. **Meeting called to order with the Pledge of Allegiance**

The meeting was called to order by President Bellin at 5:04 pm with the Pledge of Allegiance.

2. **Roll Call**

In person was President Bob Bellin (VC), Rob Bennett (VN), Matt Grimmer (CD), Martin Gallun (VOL), Steven Michels (TD), Carl Millard (VW), Jim Morris (TG), Chief Matt Fennig, and Secretary/Treasurer Sandy Rosch. Joining by remote access was Tom Touchett (VC), Theresa Urbanchek (VN), Roger Yolo (CD), Jeff Rumler (VOL), Anthony Arbucias (TD), Gene Mayernick (VW), and Assistant Chief Mark Hoppe. Excused was Jerry Orłowski (TG).

3. **Public Comments:** None.

There were articles attached for Board review.

- Fire Journal Special Report by Kelly Smith, “Women increase their ranks in the Wisconsin fire service” featuring DC Tanya Reynen and 3 others
- Thank to staff for December giving (Christmas Clearing Council, Blood Drive, donations)
- “The Military Learned to Stop the Bleeding”
- Thank you letter from Eagle Fire Department Chief, Scott Kugel

President Bellin asked to move supplemental reporting from DC Herzberg and Assistant Chief Hoppe from later in the meeting under Chief Report to now as they cannot attend the full meeting.

**Deputy Chief Garrett Herzberg** reported on the Vaccine Clinics being offered through the Fire Department with the summary of the activity and attendance by the vaccinators and those being vaccinated. Chief Fennig spoke about recent changes and the potential for vaccinating teachers in our local areas. There have been discussions with some of the school districts and estimate a potential of 700-800 staff/educators to need vaccinations. Coordination efforts are being worked out once the group has been approved to be vaccinated. The Board was also told that LCFR was recently informed that there will be reimbursement made available to cover the costs incurred to the departments providing these services. Chief thanked DC Herzberg and recognized the work he and DC Reynen has done to represent LCFR in the coordination of the Clinics.

**Assistant Chief Mark Hoppe** reported on the progression of changes made since the start date as well as preplanning. The maps and service areas have been identified and transitioned by the dispatch center. Our newly established service area has been broken into 18 response zones. Hoppe explained how the vehicles are equipped with technology MDC's (Mobil Dispatch Computers) to track and transmit locations of all apparatus. This allows dispatch to dispatch the closest appropriate apparatus and staff to any calls that come in. Preliminarily, LCFR has tracked

call volumes and have reached 200 calls thus far this month with as many as 13 calls in one day. The individual station activity data is allowing for the admin staff to evaluate the preliminary staffing plans and make adjustments based on the call activity. The data is giving impressive feedback on the response times as evidence by some significant calls experienced in January with very positive outcomes. More to come as data becomes available with time.

4. **Approval of minutes from the Fire Board Meeting on Thursday, November 19, 2020**

A motion was made by Gallun and second by Bennett to approve the minutes as written. All ayes, no further discussion. The motion was carried.

5. **Board approval check disbursements over \$1,500 from 11/17/2020 thru January 25, 2021 and bank and credit card reconciliations through January 25, 2021.**

A motion was made by Grimmer and second by Millard to approve the check disbursements over \$1500 (Ck#6736 for \$2,362.87, Ck#6737 for \$1,584.50, Ck#6750 for \$2,945.21, CK#6768 for \$4,781.00, Ck#6769 for \$4,697.00, Ck#6762 for \$254,330.00, Ck#6774 for \$2,050.00, Ck#6775 for \$1,800.00, Ck#6776 for \$1,770.00, Ck#6779 for \$1,859.52, Ck#6787 for \$5,444.70, Ck# 6794 for \$2,050.00, Ck#6795 for \$2,937.60, Ck#6805 or \$7,341.43, Ck#6808 for \$5,001.05, Ck#6809 or \$36,362.00, Ck#6816 for \$4,730.52, ck#6818 for \$2,970.00., Ck#6829 for \$1,590.00, Ck#6830 for \$3,172.08, Ck#6834 for \$5,423.32, and Ck#6835 for \$3,852.92) from 11/17/2020 through 01/25/2021 and bank and credit card reconciliations through 1/25/2021. All ayes, the motion was carried.

6. **Treasurer's Report**

- a. Ambulance billing and collection update reviewed reports distributed. Ambulance billing has finished with approximately \$150,000 in additional collections over budgeted expectations. Billable calls averaged \$20,000/month over last year.
- b. Board review of balance sheet, revenues and expenses thru 12/31/2020 were reviewed with significant revenue surplus primarily due to Village of Oconomowoc Lake's Service Agreement, Training Center Revenues and Ambulance billing revenues. Expenses projected to be under budget with a few adjustments still expected for 2020.

9. **Chief's Report**

- a. LCFR Call Activity report thru 2020 is down overall by 67 calls primarily due to the reduction in intercept calls as expected and fire call activity.
- b. Staffing Report- 3 New FT staff hired to be sworn in next week on Tuesday, February 2, 2021 with another promotional and hiring process under way. Additional Residents have been added and working to complete their certifications.
- c. Training/Conference Updates – 2 Paramedic staff members have received their Critical Care Certification and 2 staff members have received their PADI specialty DIVE training and another Paramedic staff member is working to complete his Fire Officer I certification.
- d. Vehicle/Equipment Status-Chief Fennig acknowledged that apparatus coming from Wales/Genesee and Town of Delafield are in good shape.
- e. Update on current/ongoing department projects-The department has transitioned to the use of the new SCBA equipment obtained with the FEMA Grant money. Staff members had to complete the training before the equipment change.

Chief Fennig reviewed with the Board his draft of a monthly news/update regarding LCFR activities and calls of significance. After review and discussion a request by several members to add response time data in addition to call volume, frequency and locations. Information would be sent to Fire Board Members as well as Municipal Clerks to distribute to Municipal Board and Council member packets.

- f. COVID-19 Updates – Given previously

**10. Upcoming Meetings/2021 Calendar**

The next scheduled Board Meeting is scheduled for Thursday, February 25<sup>th</sup>, 2021 at 5pm in the Meeting Room of Station #31 (Town of Delafield) and the Swearing in/Pinning Ceremony will be held Tuesday, February 2, 2021 at 6 PM, St#42, 115 Main St, Delafield in the apparatus bay.

A calendar of meeting dates was reviewed with some corrections and will be distributed to the municipalities and Board members for reference.

**11. Adjournment**

A motion to adjourn was made y Bennett and second by Grimmer at 6:20pm. All ayes, no further discussion. Meeting was adjourned.

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**Respectfully submitted by Sandy Rosch, Secretary/Treasurer**

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