



Lake Country Fire & Rescue – Fire Board Agenda

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 # 45

N44W3287 Rasmus Rd, Nashotah, WI 53058

Thursday, March 25, 2021 at 5 PM

Board Meeting on site and ZOOM

MASKS OR FACE COVERINGS WERE REQUIRED FOR THIS MEETING

SPECIAL ORDER OF BUSINESS

RETIREMENT: Lake Country Fire & Rescue recognized long-time department member Deputy Chief Steve Goetz, for 18 years of service in the Lake Country Area, as he retired from Lake Country Fire & Rescue. A mounted axe was presented to Goetz as those in attendance applauded his contribution to fire service in the Lake Country area.

AWARD: Brookfield Fire Chief D'Amico and Lake Country Fire Chief Matt Fennig presented the 2020 Waukesha County Fire Chief's Association's Citizen of the Year Award. Nominated by LCFR Staff, the award was presented to the Somerset Marine employees who assisted in a water rescue last spring. Awards were presented to Andrew Feller, Anthony Ludtke and Jesse Perry. Those present applauded their contributions.

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

The meeting was called to order by President Bob Bellin with the Pledge of Allegiance at 5:02pm

2. **Roll Call**

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

3. **Public Comments**

Written documents included a portion of the Town of Genesee Newsletter and some correspondence from a Resident following its distribution, a story from the Wisconsin Fire Journal regarding how "COVID-19 threatens Firefighters, EMTs" by Kelly Smith, and thank you notes from two local families. No one present made any additional public comments.

4. **Approval of minutes from the Fire Board Meeting on Thursday, February 25, 2021**

A motion was made by Grimmer and second by Millard to approve the minutes from The Fire Board Meeting on Thursday, February 25, 2021. All ayes, no further discussion. The motion was carried.

5. **Discussion and action on Resolution 2021.01 an updated LCFR Fee Schedule**
Correction was made to the fee schedule to the EMS rates and a new Training Center fee was added. Grimmer asked for a fee schedule review prior to the next fee schedule a review of the fees be done for LCFR Fee Schedule
6. **Discussion and action on the release of Draft documents**
Fennig explained that there has been a request to share “Draft” documents with the communities prior to the review and approval of the Board. After discussion by Board Members present, it was agreed to continue to allow Board Members an opportunity to review and approve before release. No action was taken.
7. **Discussion and possible action on the Burning Ordinance**
With recent weather conditions being so dry, Chief Fennig explained there have been several inquiries from the public and communities regarding burning bans. Chief Fennig confirmed that he would be the person to determine when a burning ban was necessary. He also told Board Members that Deputy Chief Herzberg has added a section to the website titled “Burning Regulations” where residents can be directed to learn about their local burning ordinances and if there were any burning bans in place at any given time. No action was taken.
8. **Discussion and possible action on the emailing of Board/Commission Correspondence**
Board Member Millard presented information that he gathered regarding email options for use by Board and Commission members. His purpose was to provide easy record management of correspondence in the event of a record request. There was discussion on cost and compatibility and management of a different email system and a suggestion by Chief Fennig to copy all correspondence to an archive email address so all communication would be held in a single location. Members were agreeable to that and will copy all correspondence to this email as well. Fennig will set up email account for archiving and notify Board Members. No formal action taken.
9. **Staffing presentation by Assistant Chief Mark Hoppe**
Presentation by Assistant Chief Mark Hoppe on Emergency Management. Performance expectations and data analysis is key to understanding our effectiveness. By tracking data such as call processing, turnout, travel, first unit arrival, ERF (effective responses force) we can see the impact on outcomes and track our percentiles. Expect more to come as Chief Hoppe gathers data for future reporting.
10. **Discuss and establish a facilities planning committee.**
Chief Fennig requested a committee be formed for facility review and establish a timeline for projects or updates for each facility. Additional members of the committee will be added. Once a committee has been completely formed meetings will be scheduled. Theresa Urbanchek, Roger Yolo, and Jerry Orłowski have volunteered to be a part of this committee.
11. **Discuss and establish a strategic planning committee.**
Chief Fennig requested a committee be formed for strategic planning to assist in establishing goals and objectives for the future of LCFR. Additional members of the committee will be added. Once a committee has been completely formed meetings will be scheduled. Rob Bennett, Tom Touchett and Carl Millard have volunteered to be a part of this committee.
12. **Discussion and possible action office workspace planning**
Fennig presented a request to purchase office furniture for his office so he may return the furniture to the office he borrowed it from. He stated he felt it was needed to utilize the office space for the

incoming Lieutenants. The other project that will be brought to the Board later this year is the FT Medic office space as the desks are a culmination of three resources dating back as far as the old press board furniture from the City of Delafield Station pre-2010. The plans were shared with the Board and estimates. A motion was made by Yolo and second by Touchett to approve the purchase and relocation of the office furniture for the Fire Chief and Medic office space, not to exceed \$9000 from excess surplus from 2020. All ayes, no further discussion. Motion was carried.

13. **Discussion and action on the sale of apparatus**

Fennig requested approval from the Board to move forward with the sale of 4567, a Chenequa/Nashotah Fire Truck and the ambulance with the Ambulance combination of the 2012 LCFR Chassis and 2006 Med Tec Box owned by the City of Delafield. The Board asked about the value of the Box if anything would be returned to the City. Fennig will look into it. The vehicles will go to WI Surplus and Fennig will coordinate. A motion was made by Steve Michaels and second by Grimmer to sell the 2000 Pierce Fire Truck and the 2012 Chassis/2006 Med Tec Box Ambulance and return any proceeds to the communities they are entitled to. All ayes, no further discussion. The motion was carried.

14. **Board approval check disbursements over \$1,500 from 02/23/2021 thru March 23, 2021 and bank and credit card reconciliations through March 23, 2021.**

A motion was made by Gallun and second by Mayernick to approve check disbursements over \$1,500 (Ck# 6837 for \$2977.95, Ck#6840 for \$5435.00, Ck#6841 for \$6705.10, Ck#6843 for \$2892.44, Ck#6856 for \$3519.00, ck#6873 for \$1829.92, Ck#6874 for \$1625.00, Ck#6879 for \$2214.67, Ck#6880 for \$3952.96, Ck#6888 for \$1684.06, Ck#6889 for \$1909.14, Ck#6901 for \$1714.20, Ck#6904 for \$2911.67, Ck#6905 for \$7073.00, Ck#6906 for \$3815.12, Ck#6916 for \$4009, Ck#6917 for \$2028.57, Ck#6922 for \$2950, Ck#6924 for \$2951.31, Ck#6926 for \$1751, Ck#6930 for \$1665.60, Ck#6934 for \$1889.82, Ck#6939 for \$39349, and Ck#6944 for \$2035.06) from 01/26/2021 thru March 23, 2021 and bank and credit card reconciliations through March 23, 2021. All ayes, no further discussion. Motion was carried.

15. **Treasurer's Report**

- a. Ambulance billing and collection update-Billing/calls down with shorter month. Receipts were up by \$14,500.
- b. Board review of balance sheet, revenues, and expenses thru 02/28/2021 Continuing to post payments from the Communities to Operating and Capital Budgets. Overall expenses in line with budget tracking.

16. **Chief's Report**

- a. LCFR Call Activity thru February 2021-See LCFR Report for February shared with Members and community leaders.
- b. Staffing Report- Resignation of Town of Delafield member. Interview process coming to conclusion for Full-time and Lieutenant positions. Process has been good. Great candidates.
- c. Training/Conference Updates-Fire/Airway training held as well as an Ice Rescue training on Lake Nagawicka.
- d. Vehicle/Equipment Status-Town of Delafield Tender needs repair due to extreme temperatures
- e. Update on current/ongoing department projects-Working on the revision of the Mission-Vision-Values for LCFR
- f. COVID-19 Updates-Clinics done, not begging for help so we have not pursued anything further.

17. **The next scheduled Board Meeting** is scheduled on Thursday, April 22, 2021 at 5pm at Station #37. The Wales/Genesee Fire Station is located at 600 S Wales Rd in Wales.

18. **Adjournment**

A motion was made by Yolo and second by Grimmer at 7:09 to adjourn. All ayes, no further discussion.
Motion was carried.

Respectfully submitted by Sandy Rosch, Secretary/Treasurer