



Lake Country Fire & Rescue – **Fire Board**
Chenequa – Delafield – Nashotah
Zoom Remote Meeting
Tuesday, March 31, 2020 at 5 PM

MINUTES

1. Meeting call to order with the Pledge of Allegiance

The meeting was called to order at 5:03 p.m. by Bob Bellin, LCFR Board President with the Pledge of Allegiance.

2. Roll Call-each member and participating staff will be acknowledged

Present was Bob Bellin, Board President, Rob Bennett, Vice-President, Theresa Urbanek, Matt Grimmer, Roger Yolo, Tom Touchett, Matt Fennig, Fire Chief and Sandy Rosch, Secretary/Treasurer. Also, in attendance was Tom Hafner, City of Delafield Administrator.

3. Public Comments

No public comments.

4. Approval of minutes from the Fire Board Meeting on Thursday, January 30, 2020

A motion was made by Urbanek and second by Touchett to approve the minutes from Thursday, January 30, 2020 as presented. All ayes, no further discussion. Motion was carried.

5. Discussion and possible action on recent and potential purchases and actions related to the COVID-19 department needs

Chief Fennig discussed purchases the department has made since planning for COVID-19. He explained FT FF/Medic Julie Krivitz has done an excellent job obtaining and supplying the department along with maintaining an inventory and researching vendors and recommendations. The focus has been in securing PPE (Personal Protective Equipment/Supplies) and the supplies needed to deal with the potential local outbreak as well as measures to protect and ensure the health and well-being of LCFR Staff. Some larger purchases included I-Pads for use in the expected tele-conferencing with Medical Control, a portable sanitizer for use in the station areas (an additional unit is being donated), infrared electronic thermometers, Zoom for meeting purposes, a computer for remote work and there has been discussion and investigation on the use of training software that will allow us to continue the training of staff in an on-line platform as many sources have indicated group activities may not be recommended or allowed for months to come. Board members were supportive of the work and measures taken. Fennig stated the department is working to minimize expenses while ensuring staff have the tools to do their jobs safely.

6. Discussion and possible action on the Families First Coronavirus Response Act (FFCRA)

The Board reviewed the Families First Coronavirus Response Act (FFCRA) and invited discussion. The Board discussed the role of the emergency responders in our communities as well as in this pandemic and recognized their commitment. But, like so many other communities, they felt it was necessary to exempt emergency responders from the FFCRA. A motion was made by Grimmer and second by Yolo to exempt Lake Country Fire & Rescue Emergency Responders from the Families First Coronavirus Response Act (FFCRA) that takes place from April 1, 2020 thru December 31, 2020 or upon the conclusion of the Coronavirus public health emergency, whichever is earlier. All ayes, no further discussion. Motion was unanimously carried.

7. Discussion and possible action on Resolution 2020-01 for 2020 Lake Country Fire & Rescue's Rates and fees effective March 31, 2020

A motion was made by Grimmer and second by Urbanek to approve the 2020 Fee Schedule revision effective March 31, 2020 as presented with an additional fee for Evaluation/Treatment/Triage at site with or without Med Control at a rate no less than \$200 and no more than \$600 for non-Transport of patients as determined by the Chief. All ayes, no further discussion. Motion was carried.

- 8. Board approval of credit card and check disbursements over \$1,500 from 1/30/2020 through 3/30/2020**
Urbancheek suggested assigning a specific Board Member to review the checkbook and reconciliations if remote meetings would continue. Discussion by members was to defer review until the next Board Meeting.

9. Treasurer's Report

- a. Ambulance billing and collection update – January and February data show very strong months for EMS billing and collections. However as discussed, the EMS call volumes have been significantly under last year in March and concern is it will continue as people are staying home and minimizing activities.
- b. Board review of balance sheet, revenues and expenses, and reconciliations, thru 02/28/2020
Revenues are as expected, strong start to EMS and Training Center collections. The expenses reflect the usual upfront costs for insurance premiums and contract renewals and also reflect increased EMS supply expense that will only continue to be high with additional expenses incurred with the Coronavirus pandemic.

10. Chief's Report

- a. LCFR Call Activity Report-Chief Fennig reports it is extremely quiet in the LCFR response areas as well as the neighboring communities. Hospitals report a significant decrease in patients with all elective procedures and surgeries cancelled.
- b. Staffing Report-Newest FT hire Jason Velazquez left for a position with the Milwaukee Fire Department. There is no plan currently for replacement. Fennig will notify the Commission and will plan to address the vacancy once things have quieted.
- c. Training/Conference Updates – Training software for continued training was discussed. All refreshers were completed for EMT's, Advanced EMT's, and Paramedics, just finishing in early March.
- d. Vehicle/Equipment Status – Tahoe has arrived but will not be in service for a few weeks while it is outfitted with remaining electronic, lighting and vehicle detailing.
- e. Update on current/ongoing department projects – working on a policy that will be shared amongst local departments to address issues related to the Coronavirus in our practices, staffing, etc.
- f. COVID-19 Updates-overview of most recent updates shared

11. Tentative 2020 meeting schedule:

- a. The next Board meeting is scheduled for Thursday, April 30, 2020 at 5pm. As we approach the date we will confirm and determine if remote meeting is needed.

12. Adjournment

A motion to adjourn was made by Yolo and second by Grimmer at 6:09pm. All ayes, no further discussion. The motion was carried.

Respectfully submitted by Sandy Rosch, Secretary/Treasurer