



Lake Country Fire & Rescue – Fire Board Minutes

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 Street, Delafield

**Thursday, May 27, 2021 at 5 PM
Board Meeting**

Revised 5/24/2021-Item #13 added

MASKS OR FACE COVERINGS OPTIONAL FOR THIS MEETING

Attendance in-person was encouraged but remote option was available

1. Meeting called to order with the Pledge of Allegiance

The meeting was called to order by the Fire Board President, Rob Bennett at 5:00pm with the Pledge of Allegiance.

2. Roll Call

Present was President Rob Bennett, Vice-President Matt Grimmer, Bob Bellin, Tom Touchette, Steve Michels, Jeff Rumler, Anthony Arbucias, Carl Millard, Jim Morris, Jerry Orłowski, Fire Chief Matt Fennig, Assistant Chief's Jim Moon and Mark Hoppe, Sandy Rosch, Secretary/Treasurer and attending remotely was Theresa Urbanek, Gene Mayernick, and Roger Yolo. Excused was Martin Gallun.

3. Announcement of Closed Session

Bennett announced the Closed Session planned for tonight's meeting.

4. Public Comments

There were no public comments.

5. Approval of minutes from the Fire Board Meeting on Thursday, April 22, 2021

A motion was made by Grimmer and second by Orłowski to approve the minutes from April 22, 2021 as prepared. All ayes, no further discussion. The motion was carried.

6. Treasurer's Report (moved from Item #11)-

Laura Stellmacher was introduced to the Board as the CPA that has been assisting LCFR with month-end review and reconciliation of accounts. Stellmacher provided the Board an overview of her background and experiences prior to coming to work with LCFR. Rosch presented a bank record for review and Stellmacher suggested that the records presented would make more sense to reflect the same time period that our reconciliations and Quickbooks are reporting. Board members agreed.

- a. Ambulance billing and collection update-Rosch reported on the error deposits that occurred primarily in March and April of 2021 from Illinicare. Andres has requested on our behalf a letter stating the error and requesting the return of the funds inadvertently transferred to our account. A letter has not been received to date but deposits have ceased. A total due in repayments is \$31,835.60. Once we have received notification from Illinicare I will bring it to the Board for approval to issue the repayment. Rosch reminded the Board it has not be included in any of the Andres financials or reflected in our Quickbook reporting. As far as month reporting, our calls were up and billing exceeded \$202,000 with collections continuing to rise. We anticipate 2021 to be a tight budget year as expected with the 60-90 day lag from the start-up of 2021 collections.
- b. Board review of balance sheet, revenues, and expenses thru 04/30/2021-Overall revenues are good with expenses tracking just under 2% ahead of budget.

7. Discussion and action on Reliant Fire Apparatus Service Agreement

Fennig presented the proposal for the Reliant service agreement for the repair and maintenance of our Fire Apparatus. Fennig explained with the service agreement there would be a savings of 10-25%. A motion was made by Millard and second by Touchett to approve the Reliant Fire Apparatus Service Agreement recommended by Chief Fennig. All ayes, no further discussion. Motion was carried.

8. **Motion to convene into Closed Session pursuant to Wisconsin State Statute 19.85(1)(c), considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. Specifically, to address a personnel issue involving a department employee.**

Grimmer made a motion at 5:32pm and was second by Michels to convene into closed session pursuant to Wisconsin State Statute 19.85(1)(c), Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. Specifically, to address a personnel issue involving a department employee. Roll call vote was done, All ayes, no discussion. The motion was carried.

9. **Motion to re-convene into Open Session.**

A motion to re-convene into open session at 18:07pm was made by Michaels and second by Millard. A roll call vote was taken and all ayes, no further discussion. The motion was carried.

10. **Possible discussion and action regarding the closed session discussions**

No action was taken.

11. **Board approval check disbursements over \$1,500 from 03/23/2021 thru May 24, 2021 and bank and credit card reconciliations through May 1, 2021.**

A motion was made by Arbucias and second by Grimmer to approve the bank reconciliations, check disbursements over \$1,500 from 03/23/2021 thru May 24, 2021 and bank and credit card reconciliations through May 1, 2021. All ayes, no further discussion. Motion was carried.

12. **Chief's Report**

- a. LCFR Call Activity - Monthly report thru April 2021 was sent out to members and community leaders on 5/26/2021
- b. Staffing Report-3 Lieutenant positions have been filled by Zachary Daveler, Julie Krivitz and Brian Richards. New Full-time hires include Al Hermann and Jake Gonzalez. A swearing in ceremony was held on Monday May 3, 2021. FF/P Kevin Lovelace accepted a job with Hartford FD.
- c. Training/Conference Updates-BC Nick Heltemes completed his Master's Degree in Business Administration in April, DC Tanya Reynen was admitted into the National Fire Academy-Executive Fire Officer Program, we have had 9 staff members complete the MPO class held here over the last 3 months, led by two senior members/officers Jeremy Wachtl and Josh Peterson.
- d. Vehicle/Equipment Status-recent ladder testing revealed the need for some repairs that will cost \$4-6,000 and required approximately 1 week the apparatus will be out of service. Chief Fennig also said they found significant corrosion on examination this year, significantly more than the previous year. Attempts to repair would be extremely costly as explained by Chief Moon and Chief Fennig. When asked about replacement and resale Fennig admitted it may change the Capital replacement plan timeline by a few years as it is scheduled to be replace in 2025 and early talks indicate the purchase needs to be expedited. Board members asked Fennig to look at the Capital Purchase Plan and present it so communities will have time to plan if it will entail additional funding. Fennig agreed and planned to look at it with our budget planning.
- e. Update on current/ongoing department projects-nothing to report at this time
- f. COVID-19 Updates-Chief Fennig said he felt we are ok to remove this as a regular topic of discussion and Board Members agreed. Any news or changes will be addressed as they arise.

13. **Discussion and possible action on the use of remote attendance.**

After a brief discussion Board members would like no changes at this time. The Board was reminded that the Agreement does have the provision to have remote participation of a limited number of members.

14. The next scheduled Board Meeting

The next scheduled Board Meeting is scheduled on Thursday, June 24, 2021 at 5pm at Station #42 at 115 Main Street in the City of Delafield.

15. Adjournment

A motion to adjourn was made by Michels and second by Millard at 6:30pm. All ayes, no further discussion. Motion was carried.

Respectfully submitted by Sandy Rosch, Secretary/Treasurer