



Lake Country Fire & Rescue – **Fire Board**
Chenequa – Delafield – Nashotah
Fire Station #1
115 Main Street, Delafield
Thursday, June 25, 2020 at 5PM

MINUTES

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

The meeting was called to order at 6:02p.m. by President Bob Bellin with the Pledge of Allegiance.

2. **Roll Call**

Present was President Bob Bellin, Vice-President Rob Bennett, Matt Grimmer, Theresa Urbanchek, Tom Touchett, Fire Chief Matt Fennig and Sandy Rosch, Secretary/Treasurer.

3. **Public Comments**

There were no public comments.

4. **Announcement of closed session**

President Bellin announced the closed session will follow the Chief's report.

5. **Approval of minutes from the Fire Board Meeting on Thursday, May 28, 2020**

A motion was made by Bennett and second by Yolo to approve the minutes from Thursday, May 28, 2020 as written. All ayes, no further discussion. Motion was carried.

6. **Discussion and action on the amendment of the LCFR Board Minutes from Thursday, August 29, 2019**

Rosch explained to the board that during the Audit it was discovered that the minutes from August 29, 2019 meeting did not include the language regarding the approved health insurance adjustment should the rates be higher or lower than what was forecasted in the budget. In recent years the City of Delafield Administrator has been recommending what percentage increase to use for budgeting purposes and suggested LCFR then adjust to actual once information was made available from the State. A copy of the revised language was included in the Board packet for review. A motion was made by Urbanchek and second by Touchett to amend the minutes of August 29, 2019 to approve the 2020 Operating Budget for \$1,280,494.00 plus or minus the 2020 increase or decrease of the Health Insurance premium when released by the State, along with a credit from the fund balance of \$42,205 for the net budget increase of \$6,020. The 2020 Operational Budget would be \$1,238,289.99. All ayes, no further discussion. Motion was carried.

8. **Update on Partnership Planning and Implementation**

Chief Fennig gave the Board an update in the Partnership planning and implementation. Fennig said the group has been working to update the IMA to address changes needed and stressed the importance of staying on task as this document should be in place before a budget can truly be adopted. Fennig discussed the formation of committees to address several areas of implementation.

9. **Discussion and action on the LCFR Employee Handbook**

A copy of the Updated Employee Handbook was made available to the Board members for review. Fennig explained that it had been reviewed by a league Attorney with a background in Municipal HR. We were very confident in the handbook contents as it was presented. There were a few questions by Board Members regarding terminology and some grammatical errors. Some of the points had already been addressed but a few remaining will need to be discussed with our legal resource. Board members were comfortable approving the Employee Handbook subject to the final edits after review by the Board President. There was a motion made by Urbanchek and second by Bennett to approve the Employee Handbook once the corrections were made and reviewed by President Bellin. All ayes, no further discussion. Motion was carried.

10. **Board approval of credit card and check disbursements over \$1,500 from 5/28/2020 through 6/25/2020**

A motion was made by Grimmer and second by Yolo to approve the credit card and check disbursements over \$1,500 (see attached) from 5/28/2020 through 6/25/2020. All ayes, no further discussion. Motion was carried.

11. **Treasurer's Report**

- a. Ambulance billing and collection update-Andres has made a full review of outstanding accounts and has referred \$51,000 to collection for follow-up and recovery. Billing continues to very strong with collections lagging due to previous lower billing months but overall significantly ahead of last year at this time.
- b. Board review of balance sheet, revenues and expenses, and reconciliations, thru 05/31/2020
Rosch pointed out that the contingency funds were removed from the budget to give a more accurate picture of where we are in revenues and expense tracking. Wages as has been discussed the last several months continues to track ahead of budgeted.

12. **Chief's Report**

- a. LCFR Call Activity report was reviewed and continue to track ahead of last year with the exception of fire calls and as anticipated the intercept calls.
- b. Staffing Report-Looking to fill at least one FT open position. We are convening the Fire Commission on July 8, 2020 to begin a new hire process and establish an updated eligibility list.
- c. Training/Conference Updates – Training has resumed after COVID restrictions in gathering and group activities. Aerial operations cert earned by Zach Daveler and Nathan Mack.
- d. Vehicle/Equipment Status-Pump testing completed with some repairs needed. There was an oil leak, but it was under warranty. In process of some summer maintenance work.
- e. Update on current/ongoing department projects-pretty much busy with planning and implementation
- f. COVID-19 Updates-Fennig gave the Board members a brief update as to the County Statistics and COVID-19 updates for the State and County as well as how it has affected our communities in our calls/responses.

13. **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. More specifically, the Fire Chief.**

A motion was made at 5:50 pm by Grimmer and second by Touchett 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. More specifically, the Fire Chief. All ayes, motion was carried. Rosch and Fennig left the room.

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

A motion to re-convene into open session was made by Bennett and second by Grimmer at 6:20p.m. All ayes, motion was carried. Rosch and Fennig returned to the meeting.

15. **Possible discussion and action regarding the closed session discussion**

No action was taken by the Board. The Board recognized the work and dedication Fennig has demonstrated and will meet again in 2021 to review in a new budget year.

16. **Meeting schedule (held at Station #1 unless noted):**

- a. There is no July Meeting scheduled at this time
- b. The Budget workshops are scheduled for Thursday, August 13 and August 20, 2020 at 5pm
- c. The Audit presentation to be done on August 13, 2020
- d. The next Board Meeting is scheduled for Thursday, August 27, 2020 at 5pm

17. **Adjournment**

A motion to adjourn was made by Yolo and second by Grimmer at 6:28p.m. All ayes, no further discussion. Motion was carried.