



Lake Country Fire & Rescue – **Fire Board**
Chenequa – Delafield – Nashotah
City of Delafield-Council Chambers (lower level)
500 Genesee Street, Delafield
Thursday, August 13, 2020 at 5PM

Board Meeting/Budget Workshop
MINUTES

MASKS OR FACE COVERINGS WERE REQUIRED FOR THIS MEETING

1. **Meeting call to order with the Pledge of Allegiance**
President Bob Bellin called the meeting to order at 5pm with the Pledge of Allegiance.
2. **Roll Call**
Present was President Bob Bellin, Theresa Urbanchek, Matt Grimmer, Roger Yolo, Tom Touchett, Fire Chief Matthew Fennig and Sandy Rosch, Secretary/Treasurer. Excused was Vice-President Rob Bennett.
3. **Public Comments**
No public comments.
4. **Approval of minutes from the Fire Board Meeting on Thursday, June 25, 2020**
Urbanchek noted that the minutes did not include Roger Yolo's presence at the Board Meeting. Rosch will correct. Grimmer made a motion to approve the minutes as corrected and was second by Urbanchek. All ayes, no further discussion. The motion was carried.
5. **Presentation of 2018 Lake Country Fire & Rescue Audit by Howard Jeanson, CPA of Rotroff Jeanson & Company, S.C.**
Howard Jeanson presented the 2019 Audit to the Board, highlighting the breakdown of assets and liabilities as outlined on page 3 of the Audit and the Fund Balance on page 5. Fund Balance reduction of \$28,438 reflected several commitments and challenges presented in 2019. The return of funds to the communities of \$40,582, resulted in the reduction of revenues and the unbudgeted retirement of the Fire Chief and payout of all retirement and employee benefits as well as payroll costs to staff his vacated shifts, resulted in additional expenses of \$13,114. Board members were given opportunities to ask questions throughout presentation. Jeanson stated he is aware of the potential merging of additional departments and has worked with two of them and sees no problem with continuing his audit services to LCFR. A copy was shared with all Board Members and will be sent to each municipality.
6. **Discussion and action on planned fund balance allocation/spending**
Fennig proposed to the Board Members allocation of \$250,000 be "committed" as "contingency funds" for use only by the Villages of Chenequa and Nashotah and the City of Delafield stating the contingency fund have been funded by the three communities and should be identified as belonging to these communities. A motion was made by Grimmer and second by Urbanchek to assign \$250,000 to a committed account for contingency funds belonging to the Villages of Chenequa and Nashotah and the City of Delafield. All ayes, no further discussion. The motion was carried.
Fennig recommended that half of the remaining Fund Balance or \$76,657 be returned to the communities early in 2021. Based on the 2019 contribution percentages each community would receive: Village of Chenequa (10.533%) \$8,074.28, Village of Nashotah (10.859%) \$8,324.18., and the City Of Delafield (78.608%) \$60,258.53. Fennig proposed the remaining Fund Balance remain available for potential operating shortfall due to COVID-19 expenses and wages which are trending ahead of projection. Fennig explained there has been additional unplanned department and staffing needs during an employee's injury time off, additional training/refresher time needed and COVID-19 expenses. A motion was made by Grimmer and second by Yolo to return \$76,657 to the municipalities as outlined, no later than early in 2021. All ayes, no further discussion. The motion was carried. A motion was made by Grimmer and second by Touchett to keep \$76,657 in the unassigned Fund Balance for department reserve should the need arise. All ayes, no further discussion. The motion was carried.
Fennig asked the Fire Board to consider allowing money that would not be used for cardiac monitors to be used for Station Alerting since additional monitors would not be required with the anticipated partnerships in 2021. A motion was made by Urbanchek, and second by Grimmer, to use the money budgeted for cardiac monitors for Station Alerting technology not to exceed \$78,000. All ayes, no further discussion. Motion was carried.

7. **Discussion and possible action on the Fire Board's email account for communication**

Fennig asked the Board Members if they would be willing to provide an alternate address for Board communications. He explained the department was moving to a new email system as the current system was old technology and needed to be updated. Fennig estimates with the growing Board the cost just to provide and maintain accounts for all Board and Commission members it would cost an additional \$4500. He has spoken with other municipalities to see how they are handling emails and reported some members can utilize their municipal email addresses, some can create a new email account specifically for our communication or you can use personal accounts but reminded members that which ever account they use would be subject to open records requests. Members saw the value to the department and some actually preferred the used of other email accounts. Information was given to Rosch to update their accounts with a preferred email address moving forward.

8. **Treasurer's Report**

- a. Ambulance billing and collection update-Rosch provide an updated Ambulance billing report for review of members. Billing remains over the last 3-4 months and collections remain behind the first quarter of 2020. Andres reports this is across the Board with other agencies and states there is a reduction in patient payments seen and payers are a little slower than usual as well, especially smaller payers.
- b. Board review of balance sheet, revenues and expenses, and reconciliations, thru 06/30/2020
Revenues are trending ahead at our half-way mark in 2020. Expenses as reported are trending ahead of budgeted and being watched closely.

9. **Discussion and possible action on the proposed 2021 LCFR Operating and Capital Budgets**

Chief Fennig presented the Operating budget and reviewed the Capital spending plan. Members asked if the budget was pretty much determined by the new Intermunicipal Agreement. Fennig confirmed stating that the Agreement is based off the base plus adjustable formula that is presented today. Numbers have been reviewed and approved by municipality leaders and the basis for the 2021 budget. Members asked questions, Fennig explained how the calculations were made and how the percentages were acquired. Members will review materials and come back next week with any additional questions.

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

- a. **The next Budget workshops** is scheduled for Thursday, August 20, 2020 at 5pm Members were unsure if this meeting was needed. Many felt discussions could be done on August 27 at the Board Meeting. Fennig explained there may be some new Board Members interested in meeting next week to get a preliminary review of the budget process and meet other Board Members. Fennig will confirm if meeting is needed and Rosch will send out notice.
- b. **The next Board Meeting** is scheduled for Thursday, August 27, 2020 at 5pm
- c. **Annual Joint Meeting** is scheduled for Thursday, October 8th, 2020 – time/location TBD

11. **Adjournment**

A motion to adjourn was made by Grimmer and second by Touchett at 6:35pm. All ayes, no further discussion. The motion was carried.

Respectfully submitted by Sandy Rosch, Secretary/Treasurer