



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, WI 53018

Thursday, August 26, 2021, at 5:00 PM

Fire Board Meeting/ Annual Joint Meeting

MASKS OR FACE COVERINGS WERE OPTIONAL FOR THIS MEETING

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

The Fire Board/Annual Joint Meeting was called to order with the Pledge of Allegiance at 5:00pm by the Board President Rob Bennett. A request for a moment of silence for the recent loss of lives in Afghanistan.

2. **Announcement of closed session**

Bennett announced a closed session planned for tonight's meeting.

3. **Roll Call**

Present was President Rob Bennett, Bob Bellin, Matt Grimmer, Theresa Urbanchek, Tom Touchette, Roger Yolo, Martin Gallun, Jeff Rumler, Stephen Michels, Anthony Arbucias, Carl Millard, Gene Mayernick, Jim Morris, Jerry Orłowski, Fire Chief Matt Fennig, Assistant Chiefs Moon and Hoppe and Sandy Rosch, Secretary/Treasurer. Present from the Fire Commission was Brad Stocks, Chairman, Dennis Evinrude, Deborah White, Mary Altschaeffl, Dike Doud and John Schroeder. Arriving at 5:15 was Mike Borel. Also present was Sharon Leair, Town of Delafield Chair.

4. **Annual Meeting Review of 2020 Audit and highlights of 2021**

Chief Fennig gave an overview of 2021 focusing on the transition amongst departments and challenges facing LCFR. Like other neighboring departments, LCFR continues to have struggles with staffing and potential candidate pools are very competitive. Working on a master staffing plan to ensure municipal coverage now and into the future as holes in our staffing plan have created shifting of staff within the fire stations. Calls have seen an improvement in response times based on the placement of staff and apparatus. The 2020 Audit was completed, and we were able to grow our fund balance by over \$93k despite the challenges with COVID-19. Fennig thanked staff for the hard work and department support as we continue to work through the first year as a consolidated group supporting seven communities. Fennig also thanked the Board and Commission members for their support over the last year.

5. **Public Comments**

No public comments.

6. **Motion to convene into Closed Session pursuant to Wisconsin State Statute 19.85(1)(e), deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, specifically to discuss a request and petition for a union election and the strategic interest of the Fire Department. Roll call vote to enter closed session.**

A Motion by Yolo and second by Orłowski was made at 5:19pm to convene into Closed Session pursuant to Wisconsin State Statute 19.85(1)(e), deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, specifically to discuss a request and petition for a union election and the strategic interest of the Fire Department. A roll call vote was taken. All ayes, no further discussion the motion was carried.

7. **Motion to re-convene into Open Session. Roll call vote.**

A motion was made by Michels and second by Yolo at 6:05 to return to Open Session. Roll call vote taken. All ayes, no further discussion. The motion was carried.

8. Approval of Minutes from Budget Workshop Meeting on Thursday, August 19th, 2021

A motion was made by Morris and second by Gallun to accept the minutes as presented. All ayes with the exception of Grimmer who requested to abstain. No further discussion. The motion was carried.

9. Discussion and possible action on the proposed 2022 Operating Budget

Extensive discussion on establishing a master staffing plan so municipalities can prepare for the budget impact over the next several years and beyond. The Board has approved the hiring of one FT staff member in January 2022 and a second in the third quarter of 2022. Once budget review is done for 2023 a determination will be made when the next staff will be hired in 2023. Fire Inspection fees were reviewed and discussed. The Board had requested fees be increased to be competitive with neighboring communities. An adjustment was made to the line item and fees will be reviewed and adjusted for 2022. A motion was made by Gallun and second by Millard to approve the Operating Budget for 2022 for \$2,520,121.65. Roll call vote taken and all ayes, no further discussion. The motion was carried.

10. Discussion and possible action on the proposed 2022 Capital Budget

A motion was made by Mayernick and second by Gallun to approve the 2022 Capital budget as presented for \$427,408. Roll call vote taken and all ayes, no further discussion. The motion was carried.

11. Discussion and possible action on the Comprehensive Emergency Management Plan

Fennig asked Board members to assist in getting something scheduled in all communities. He has presented the 247-page plan to the City of Delafield but would like to do some tabletop exercises in all communities to ensure “what to do” in the event of an emergency.

12. Discussion and possible action on the Line of Credit renewal for 2021

Rosch updated Board members that the Line of Credit should be completed and ready to be distributed to the communities by the next meeting. They were able to increase the LOC to \$500k with no costs unless the line is used. More to come once the documents are ready.

A motion was made by Michels and second by Grimmer to authorize the Board President, Rob Bennett, to sign on behalf of the Fire Board authorizing a \$500,000 Line of Credit for Emergency operations use. All ayes, no further discussion. The motion was carried.

13. Board approval check disbursements over \$1,500 from 07/01/2021 thru 07/31/2021 and bank and credit card reconciliations through July 31, 2021.

A motion was made by Gallun and second by Urbanchek to approve the check disbursements over \$1,500 from 07/01/2021 thru 07/31/2021 and bank and credit card reconciliations through July 31, 2021. All ayes, no further discussion. The motion was carried.

14. Treasurer’s Report

- a. Ambulance billing and collection update-Collections continue to be monitored
- b. Board review of balance sheet, revenues, and expenses thru 07/31/2021-expenses continue to track ahead as expected, revenues are strong with 2% dues and inspection fees coming in. Training Center has added additional class offerings as well.

15. Chief’s Report

- a. LCFR Call Activity provided by monthly report thru July 2021-very busy with weather and EMS calls
- b. Staffing Report-Two recent announcements of retirement from the department. Both are for personal/family reasons. Mike Drout and Mike Robinson
- c. Training/Conference Updates-recent DIVE Certifications from a Colorado based company
- d. Vehicle/Equipment Status-Repairs recently on 2 ambulances, one still waiting on parts. Recent ambulance inspection went well with the expected ambulance maintenance issue that should be remedied soon.

16. Update on current/ongoing department projects

Fennig reported the Budget and coordination of the Leadership training for staff members has been the focus of projects recently. Staff development is a priority.

17. Confirmation/scheduling of upcoming meetings:

Next Board Meeting is scheduled for Thursday, September 23, 2021, at Station #42 in Delafield at 5PM

18. Adjournment

A motion was made to adjourn at 7:20pm by Gallun and second by Orlowski. All ayes, no further discussion. The motion was carried.

Respectfully submitted by Sandy Rosch, Secretary/Treasurer