



Lake Country Fire & Rescue – **Fire Board**
Chenequa – Delafield – Nashotah
Delafield Station #1
115 Main Street, Delafield
Thursday, October 8th, 2020 at 5PM

Board Meeting
MINUTES

MASKS OR FACE COVERINGS WERE REQUIRED FOR THIS MEETING

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

The meeting was called to order by resident Bob Bellin at 5:00 pm with the Pledge of Allegiance.

2. **Roll Call**

Present was President Bob Bellin (VC), Tom Touchett (VC), Theresa Urbanchek (VN), Matt Grimmer (CD), Roger Yolo (CD), Martin Gallun (VOL), Jeff Rumler (VOL), Pete Van Horn (TD), Anthony Arbucias (TD), Carl Millard (VW), Gene Mayernick (VW), Jim Morris (TG), Fire Chief Matt Fennig, Secretary/Treasurer Sandy Rosch, Interim Fire Chief Mark Hoppe (TD), and Division Chief Jamie Fornea (TD). Excused were Rob Bennett (VN) and Jerry Orłowski (TG).

3. **Public Comments**

No public comments.

2020 LCFR Board Business

4. **Approval of minutes from the Fire Board Meeting on Thursday, August 27, 2020**

A motion was made by Grimmer, and second by Millard to approve the minutes from Thursday, August 27, 2020 as written. All ayes, no further discussion. The motion was carried.

5. **Discussion and action on the SCBA purchase as LCFR's portion of the FEMA Grant award**

Chief Fennig stated the agenda item was addressed at the last meeting. No further business.

6. **Discussion and action on the purchase of the budgeted alerting system**

Chief Fennig stated the agenda item was addressed at the last meeting. No further business.

7. **Discussion and action on the COVID-19 spending and anticipated 2020 expenses**

Chief Fennig reviewed the COVID-19 expense breakdown prepared for the Fire Board that have been incurred by Lake Country Fire & Rescue. The greatest portion of the expenses was time/wages allocated for the coordination of the Emergency Operations Center by the Fire Chief and the Division Chief. Totaling \$35,132 in salary and benefits, time was spent on education, coordination and communication primarily within our communities, staff and care facilities in our service area but with resources in the county and State of WI as well. Fennig explained the bulk to the intense time requirements were the first 8 weeks. An additional \$8,569 for hardware and software purchases were needed to continue virtual operations in the Emergency Operations center and allowed continued education and training opportunities in a virtual format. And as of the end of September a total of \$14,096 has been spent in PPE and medical supplies with potential need for additional supplies before the close of 2020. Spending included the purchase of decontamination equipment, medications, gloves, gowns, masks, goggles, etc.

A motion was made by Urbanchek and second by Touchett to approve the allocation of the \$76,657 unassigned fund balance from the 2019 Audit to the following accounts: \$35,132 to Salary and benefits (51020); \$8,569 plus an additional \$8,000 for potential hardware to Computers and Network Expenses (52350); \$14,096 plus and additional \$10,860 for new EMS bags and upcoming anticipated COVID-19 related purchases to Ambulance Operational Supplies (54000). All ayes, no further discussion. The motion was carried.

8. **Board approval check disbursements over \$1,500 from 8/27/2020 thru October 10/07/2020 and bank and credit card reconciliations through October 1, 2020**

Van Horn asked to have the bank register sent ahead of the meeting for more thorough review. Discussion occurred among Board members regarding the need. Rosch went through the document and answered questions and noted expenses great than \$1500. Rosch stated she would include it in the next packet and get feedback from Board members at next meeting. A motion was by Grimmer and second by Yolo to approve check disbursements over \$1,500 (Ck#6651 for \$2,643.55, Ck#6652 for \$6652 for \$5,625.49, Ck#6653 for \$18,252.00, and Ck#6654 for \$32,729.00) from 8/27/2020 thru October 10/07/2020 and bank and credit card reconciliations through October 1, 2020. All ayes, no further discussion. Motion was carried.

9. **Treasurer's Report**

- a. Ambulance billing and collection update confirms August a bit quieter than previous three months but collections were up more than \$13,000 the previous month, higher than the previous 3 months.
- b. Board review of balance sheet, revenues and expenses thru 08/31/2020
Revenues are continuing to track well with wages, vehicle maintenance, fuel, fire and ambulance operations ahead of budgeted. However, overall expenses are on target.

10. **Chief's Report**

- a. LCFR Call Activity report was reviewed by Chief Fennig. Total call volume down by 2 calls as compared to 2019 at this time.
- b. Staffing Report-Shayla Fallon, new FT hire with an additional hire expected early in 2021.
- c. Training/Conference Updates-Any additional training is limited to 2021 transition needs only.
- d. Vehicle/Equipment Status-completion of pump testing went well.
- e. Update on current/ongoing department projects-Consolidation committees are meeting and addressing anticipated needs in preparation for 2021
- f. COVID-19 Updates given per Chief Fennig. Members had requested to know about staff exposures with monthly updates.

2021 LCFR Board Business

11. **Discussion and action on the revised 2021 LCFR Operating Budget and Capital Budget**

Chief Fennig explained there was some minor adjustments made to the Capital and Operating Schedules to account for insurance premiums that came in just over a 10% increase and a slight adjustment to the vehicle purchase cost for the 2021 budget. Overall Capital budget did not change, just the allocation for 2021 purchase, which is reflected in the spreadsheet provided.

A motion was made by Grimmer and second by Millard to approve the revised 2021 Operating Budget of \$3,864,619.54. Roll call vote: Ayes included Bob Bellin (VC), Tom Touchett (VC), Theresa Urbanchek (VN), Matt Grimmer (CD), Roger Yolo (CD), Martin Gallun (VOL), Jeff Rumler (VOL), Pete Van Horn (TD), Anthony Arbucias (TD), Carl Millard (VW), Gene Mayernick (VW), Jim Morris (TG), no further discussion. Motion was carried.

A motion was made by Grimmer and second by Urbanchek to approve the revised 2021 Capital Budget of \$406,000 of which \$131,650 will be designated for the purchase of two utility vehicles. Roll call vote: Ayes included Bob Bellin (VC), Tom Touchett (VC), Theresa Urbanchek (VN), Matt Grimmer (CD), Roger Yolo (CD), Martin Gallun (VOL), Jeff Rumler (VOL), Pete Van Horn (TD), Anthony Arbucias (TD), Carl Millard (VW), Gene Mayernick (VW), Jim Morris (TG), no further discussion. Motion was carried.

12. **Discussion regarding the 2021 meeting schedule and upcoming scheduled meetings for 2020:**

- a. The next Board Meeting is scheduled for Thursday, October 29th, 2020 at 5pm with award presentation to be done prior to the start of the meeting.

- b. The last scheduled Board Meetings in 2020 is a combined Nov/Dec meeting on Thursday, November 19th at 5pm to be held at the Nashotah Fire Station. Board members were asked to consider a time that works for them to meet beginning in 2021, both day of the week and time.

13. **Adjournment:**

A motion was made by Grimmer and second by Millard to adjourn the meeting at 7:15pm. All ayes, no further discussion. Motion was carried.

Respectfully submitted by Sandy Rosch, Secretary/Treasurer