



Lake Country Fire & Rescue – **Fire Board**  
Chenequa – Delafield – Nashotah  
Delafield Station #2  
**N44W32787 Rasmus Road, Nashotah**  
**Thursday, October 29th, 2020 at 5PM**

***Board Meeting***  
**MINUTES**

**MASKS OR FACE COVERINGS WERE REQUIRED FOR THIS MEETING**

**SPECIAL ORDER OF BUSINESS:** Presentation of awards for citizens involved in life saving events in 2020. Presentation of a plaque by the Village of Chenequa and Lake Country Fire & Rescue was made to Summerset Marine for the use of their staff and barge in a water rescue on Beaver Lake. Separate certificates and challenge coins were presented to members Anthony Luedtke, Andrew Feller, and Jesse Perry in appreciation of their assistance in the rescue. Family members were there to show their appreciation and meet those who assisted in the rescue and resuscitation. Cindy Amato was also presented with a certificate and challenge coin for her role in aiding a community member who was choking. Ms. Amato provided the Heimlich maneuver to free a foreign body preventing further injury or distress. Presenting from Chenequa, Captain Matt Carnet and Administrator/Police Chief Dan Neumer. Presenting from Lake Country Fire & Rescue, Fire Chief Matthew Fennig.

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

LCFR Board Meeting was called to order by Vice President Bennett at 5:30pm with the Pledge of Allegiance after a brief social time and tour of the Fire Station for those that were interested.

2. **Roll Call**

President Bob Bellin (VC) by Zoom, Tom Touchett (VC), Rob Bennett (VN), Matt Grimmer (CD), Roger Yolo (CD), Martin Gallun (VOL), Pete Van Horn (TD), Anthony Arbucias (TD) until 6:14pm, Carl Millard (VW), Gene Mayernick (VW), Jim Morris(TG), Jerry Orłowski (TG), Chief Matt Fennig, Secretary/Treasurer Sandy Rosch and Chief Mark Hoppe (TDFD) were in attendance. Excused was Theresa Urbanek (VN) and Jeff Rumler (VOL).

3. **Public Comments**

There were no public comments.

4. **Announcement of Closed Session**

Bennet announced there was a closed session scheduled later in the meeting.

**2020 LCFR Board Business**

4. **Approval of minutes from the Fire Board Meeting on Thursday, October 8, 2020**

A motion was made to accept the minutes from Thursday, October 8, 2020 as written by Grimmer and second by Touchett. All ayes, no further discussion. The motion was carried.

5. **Board approval check disbursements over \$1,500 from 10/08/2020 thru October 10/27/2020 and bank and credit card reconciliations through October 27, 2020.**

A motion was made by Grimmer and second by Yolo to approve check disbursements over \$1,500 (Ck#6683 for \$2,171.34 and Ck#6698 for \$3,625.73) from 10/08/2020 thru October 10/27/2020 and bank and credit card reconciliations through October 27, 2020. All ayes, no further discussion. The motion was carried.

6. **Treasurer's Report**

- a. Ambulance billing and collection update-Andres reporting continues to trend well ahead of budgeted in charges and collections with significantly higher September collections. Discussion by Fire Board Members asking about the referral of old, uncollected debt to the county for collection on yearly tax bill. It was asked to add the research on to the next Board Agenda and report back to the Board on options and practice in the other communities.
- b. Board review of balance sheet, revenues and expenses thru 09/30/2020 was completed with breakdown of COVID Expenses. Anticipation that staff payroll expense will exceed budgeted.

7. **Discussion and possible action on Resident wages**

Chief Fennig states that the residents have been taking on a large percentage of the interfacility calls to LCFR and some days have had as many as 8 calls. Chief would like to ask the Fire Board to approve a onetime bonus for the Residents who have been her for 2020. He would like to ask the Board to consider setting aside \$3000 for use. Discussion on perception by other staff, bonus versus pay adjustment/wage review and how it may be paid out. Issue was discussed and debated pros and cons. Grimmer made a motion that was second by Yolo to allow up to \$3000 from the Resident budget wage expense to be used for Resident bonuses at the Chief's discretion. All ayes, no further discussion. The motion was carried.

8. **Discussion and possible action on the amendment of the 2020 Operating Budget**

Chief Fennig asked the Board at the 10/8/2020 Board Meeting to consider moving the \$76,657 unassigned fund balance to assigned to cover COVID-19 expenses incurred and anticipated for the remainder of 2020. Fennig is asking the Board to amend the 2020 Budget to include the COVID-19 Funding as discussed. A motion was made by Grimmer and second by Bennett to amend the 2020 LCFR Operating budget to include an additional \$35,132 in Salary and Benefits (Act#51020), \$16,569.00 in Computers and Network expenses (Act#52350) and \$24,956.00 in AMB Operational Supply/Expense (Act#54000). Offsetting the expenses would be the fund balance assignment of \$76,657. The communities would not be responsible for the additional budget expenses. All ayes, no further discussion. The motion was carried.

9. **Chief's Report**

- a. LCFR Call Activity Report-Very busy, hospitals are full. LCFR is relying heavily on staff.
- b. Staffing Report-There have been two opportunities for staff to participate in a mock staff scheduling to assess staffing needs. It has been identified that there is a need for up to seven FT staff positions to be filled. Chief Hoppe spoke as well on the need to fill the staffing slots. Fennig and Hoppe also noted the competition for new staff hires will be tough as many area departments are looking to fill multiple openings.
- c. Training/Conference Updates-Training has been focused on the joining of the three departments, learning geographic areas, fire station set up as well as apparatus set-up. Looking for ways to consistently locate tools, supplies and necessary equipment for staff convenience.
- d. Vehicle/Equipment Status-Chief reported things are currently going well.
- e. Update on current/ongoing department projects-Currently working on a timeline to make certain key pieces of the transition are in place in a timely fashion so the transition for Janu 1 will go as seamless as possible. Fennig is expecting there to be issues but plans to be on shift and ensure people are available to address issues as they arise. Policies are approximately 50% completed. Clothing orders are now being taken so staff will have new uniforms at the start of the year.
- f. COVID-19 Updates-Fennig gave a COVID-19 update for our area and how it has affected staff and call volume.

10. **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. (Deferred to 11/19/2020)**

Board President Bellin requested that the Closed session be delayed until the next meeting as he was unexpectedly unable to attend the meeting. The closed session will be added to the next meeting Agenda.

11. **Motion to re-convene into Open Session. (Deferred to 11/19/2020)**

12. **Possible discussion and action regarding the closed session discussion (Deferred to 1/19/2020)**

13. **The next scheduled Board Meeting is a combined Nov/Dec meeting on Thursday, November 19<sup>th</sup> at 5pm to be held at Station #1 in Delafield**

14. **Adjournment**

A motion to adjourn was made by Yolo and second by Gallun at 6:43pm. No further discussion. The motion was carried.