



Lake Country Fire & Rescue – **Fire Board Meeting**
Chenequa – Delafield – Nashotah
115 Main Street
Delafield, WI 53018
Thursday, April 30, 2015 at 6 p.m.

MINUTES

1. Meeting called to order, Pledge of Allegiance
Meeting was called to order at 6:02 p.m. by President Bellin with the Pledge of Allegiance.
2. Introduction of new Board Member Matt Grimmer from the City of Delafield
Matt Grimmer was introduced as the new Fire Board member representing the City of Delafield. Matt is replacing Gerry MacDougall on the Board.
3. Roll Call
Present was President Bob Bellin, Sue Wilkey, Theresa Urbancek, Jeff Krickhahn, Matt Grimmer, Interim Chief Kevin Keith and Secretary-Treasurer Sandy Rosch. Excused was Vice-President Rod Stotts.
4. Public Comments
There were no public comments.
5. Discussion and action on the 2014 Audit as presented by LCFR Auditor
Auditor Jim Frechette was introduced and reviewed the Audit findings for the budget year 2014. Most notably was LCFR's year end in a positive \$8,647. Frechette pointed out the under spending of the expense budget greatly contributed to this. He reviewed his adjustments taken for bad debt write-offs. The remainder of the Audit was reviewed. A motion was made by Wilkey to accept the audit as presented and second by Krickhahn. No further discussion. All ayes, motion was carried. Motion was made by Urbancek to approve journal entries by Auditor and allow Rosch to proceed with their entry. Motion was second by Wilkey. No further discussion. All ayes, motion was carried.
6. Approval of minutes from Joint Meeting held on Tuesday, January 27th and LCFR Board Meeting Thursday, March 19, 2015
Motion was made by Krickhahn and second by Urbancek to approve the minutes from the Joint Meeting on Tuesday, January 27, 2015 and the Board Meeting minutes from Thursday, March 19, 2015 as written. No further discussion. No further discussion. All ayes, motion was carried.
7. Approval of the reformatted Job Description of the Fire Chief Discussion and action regarding the proposed Lake Country Fire & Rescue job description for the position of Fire Chief
Rosch explained that the job description was re-formatted after working with Dick Schafer to post it for the job application process. The description content was not changed in any way just laid out so that the "Job Qualifications and Requirements" followed the job description.
Krickhahn made a motion second by Wilkey to approve the job description as reformatted. No further discussion. All ayes, motion was carried.
8. Demonstration of the Lucas CPR tool donated by the Aurora Health Care Foundation
Deputy Chief Garrett Herzberg demonstrated to the Board the use of the Lucas Tool 2 that was donated by the Aurora Health Care Foundation. Herzberg explained the tool and its importance in the management of patients requiring chest compressions both in the hospital and in the public. Keith told

the Board that a card to thank Aurora's Health Care Foundation would be made available at the Joint meeting for everyone to sign.

9. Treasurer's Report

- a. Ambulance billing and collection update – Rosch stated that collections for March were a little disappointing as LCFR has seen a consistent level of billing over \$100K for the last 6 months. Rosch said she was in touch with the billing company who had manually reviewed the calls for the last quarter as well as 2014. The results confirmed the increase in Medicare population served which was directly related to a reduction in the private pay/private insurance population. We are trying to determine if the delay in billing is assisting with the reduction in deductible issues.
- b. Board review of balance sheet, revenues and expenses, and reconciliations, thru 03/31/2015 reveal that we are tracking at 25.7% of expenses for the first quarter. Reminding the Board members that several accounts have required prepayment of yearly premiums which drives the percentage up.
- c. Motion was made by Urbanchek and second by Wilkey to approve check journals and disbursements over \$1,500 (Ck#4170 for \$2,461.36, Ck#4174 for \$2,840.00, Ck#4177 for \$18,395, Ck#4185 for \$1,695, Ck#4195 for \$2,279.40, Ck#4197 for \$1,592.60, Ck#4198 for \$4,460.00, and Ck#4223 for \$2,700.00) from 03/17/2015 thru 4/29/2015. All ayes, motion was carried.

10. Presentation of LCFR Annual Report

Interim Chief Keith reviewed the 2014 Annual Report with the Board. Keith stated that the report will be distributed to the municipalities and made available on our website once it is up and running. Keith stated the year ended well with a positive Audit result and he looks forward to 2015 but cautions the Board that the budget established will be difficult. He is working on the budget for 2016 and has had many talks with the municipalities already.

11. Chief's Report

- a. LCFR Call Activity report – We continue to tract ahead of last year's call by 52 at the close of March. The increase is seen in EMS services with a reduction in intercepts and fire calls. Keith states we have had 6 structure fires and 9 grass fires either in our area or the surrounding municipalities that we were involved in. The new zones have worked well for both communities as we are developing a good working relationship. (Hartland and LCFR). Also asked was info on burning bans. Keith explained although the area is dry right now, there is no ban on burning. If we do not have some precipitation soon that could change but it is monitored closely.
- b. Staffing Report – We have a new EMT from our last summer class and the first EMT only that LCFR has hired. Keith explained that since 81% of LCFR calls are EMS related it makes sense to consider candidates that are not fire certified.
- c. Training/Conference Updates – Ventilator training has taken place and we had the first transport. We have let the area hospitals know it is now available for use if needed. Our HS2 First Responder class is going very well, students are very excited, and we are full for the fall EMT class.
- d. Vehicle/Equipment Status – There was brief discussion of new tankers that are multi-purpose. Keith stated he was looking at that for his Capital budget that will be discussed at the next meeting.
- e. Update on current/ongoing department projects – Next summer EMT class is full; the ventilator has been announced to appropriate area facilities, our awards/recognition for acts of selflessness were presented at the Council meeting this week in Delafield.

12. Confirmation of upcoming meetings:

Joint Meeting, Thursday, May 14, 2015 at 6:00 p.m., Station #1, in Delafield
Board Meeting, Thursday, May 21, 2015 at 6:00 p.m., Station #1, in Delafield

13. Adjournment

A motion by Krickhahn, second by Wilkey, was made to adjourn at 7:36pm. All ayes and the motion was carried.

Respectfully submitted by Sandra Rosch, Secretary/Treasurer