



## JOINT MEETING

Lake Country Fire & Rescue Fire Board  
Lake Country & Rescue Fire Commission

To be held in the Public Safety Building  
115 Main Street, Delafield  
Thursday, May 14, 2015 at **6p.m.**

## MINUTES

1. Call to order of the Joint Meeting of the Lake Country Fire Board and Fire Commission  
The meeting was called to order by Dick Schafer, Chair of the Fire Commission at 6:06 PM with the Pledge of Allegiance.
2. Roll Call of the Fire Commission  
Present was Chairman Schafer, Vice-Chair Rob Manegold, Cate Rahmlow, Dennis Evinrude and Brad Stocks. Excused was Brian Gerner.
3. Roll Call of the Fire Board  
Present was President Bob Bellin, Susan Wilkey, Theresa Urbanek and Matt Grimmer. Excused was Vice President Rod Stotts and Jeff Krickhahn.
4. Presentation of 2014 Audit  
Final Audit results were made available to the communities in April. Auditor results confirm a positive balance yearend balance of \$8,647. Control of spending offset the shortfall in ambulance billing and anticipated write-offs budgeted for 2014. A full Auditor report was sent to the municipalities and was now available for review.
5. Presentation of Annual Report  
Interim Chief presented the Annual Report with focus on budgeting, staffing, department activities and the breakdown of activity by the clinical impression (reason for call), time of day, age, response times and patient disposition
6. First Quarter Accomplishments  
Interim Chief Keith continued the discussion with an overview of the first quarter accomplishments of the LCFR Staff. Briefly revisiting the audit results, he talks about the changes that were made to staffing and spending in general to meet the 2014 budget. Then Keith moved into the first quarter review for LCFR noting that the revenue comparisons over the last 4 years is very encouraging as is the expenses comparison. He cautions it is early but we are monitoring it closely.

Accomplishments so far this year include an updated Capital Procedure Plan, completed positive Work Comp audit, both onsite and financial, new Accountant was hired to support/assist in the accounting needs of the department, Cleaning and painting of Station #2, promotion of 2

employees into acting Captain and Deputy Chief positions, hire of our first “EMT only” staff member ( a resident of Nashotah and a graduate of our fire EMT class last summer), Western Waukesha RIT (Rapid Intervention Team) had their SOG’s adopted by Waukesha County and Acting Captain-Josh Peterson is now the RIT leader for Western Waukesha Country and lastly the passing of our 2% audit. The 2% dues auditor commended LCFR for “outstanding public education program and excellent recordkeeping”.

EMS operational activity includes the update of the EMS Operations Plan to include training and protocols for the use of new medications, the Lucas 2 CPR compression device and the recent purchase and implementation of the LTV Ventilator. Interim Chief Keith and DC Herzberg met with State EMS Officials in April to discuss “Mobile Integrated Healthcare” and its future in Waukesha County Healthcare. LCFR has also implemented a protocols test with written and practical performance stations for staff to ensure all staff meets the same level of care and service. Outside educators/healthcare providers have been added to the monthly training schedule to keep the staff up to date on new information and techniques.

A new joint venture between KMHS and LCFR has begun and we are completing our First Responder class for HS squared. An EMT class is scheduled for the fall for students who have signed up. The school and students are as excited as we are to move forward in educating students on the opportunities in Fire Service and Healthcare through work as EMT-Paramedics.

Shared services between Hartland Fire Department and LCFR have been developed and the service has been extremely positive for all communities. Joint trainings between both departments continue to strengthen our relationship and co-operative work efforts.

Personnel performance reviews are being completed and a program for recognition for both community and staff is now in place. Pictures and awards are being mounted in the department halls.

LCFR has hosted the Waukesha County Communications new staff for a day in our department to expose them to things that we typically do in the Fire and EMS services. We have also continued to participate in the Citizen’s Academy for the Lake Country communities.

7. Adjournment

A motion to adjourn was made by Wilkey and second by Evinrude at 6:56pm. All ayes and the motion was carried.

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Respectfully submitted by Sandy Rosch, Secretary/Treasurer