



Lake Country Fire & Rescue – **Fire Board**
Chenequa – Delafield – Nashotah
Fire Station #2
N44W32787 Rasmus Road, Nashotah
Thursday, August 6, 2015 at 6:00 PM

MINUTES

1. Meeting call to order with the Pledge of Allegiance

The meeting was called to order by President Bellin at 6:00pm

2. Roll Call

Present was President Bob Bellin, Vice President Rod Stotts, Jeff Krickhahn, Theresa Urbanek, Susan Wilkey and Martin Gallun, LCFR's new Chenequa representative after he is officially appointed at the August Village of Chenequa Board meeting. Also in attendance was Chief Kevin Keith and Secretary/Treasurer Sandy Rosch. Excused was Matt Grimmer.

3. Public Comments

There were no public comments.

4. Review and discussion of proposed 2016 Operating and Capital Budget

Chief Keith distributed the Budget for review pointing out the account movement and changes in categories that have been made. There were a few that have been or will be removed as they no longer are appropriate. Keith explained he had met several times with the community leaders to get their input on the budget. He started at 3% and has been able to work it down to keep the increase to the communities at 2% per their direction. He reminded the Board that we have to remember we had to make up for the \$101,000 shortfall. He is making adjustments to the revenue side to reflect the falling collections. He cautioned the Board that although the billing number has been strong the collections rates continue to fall. We can no longer budget on the hope of better collection of outstanding debt but need to focus on actual collections. Chief Keith told the Board members his goal was to reduce the budgeted ambulance billing collection rate to 40% as he feels that is a realistic expectation based on history, increasing Medicare demographics and reimbursements and economic factors that influence collection of medical billing debt. His plan is to reduce the budgeted percentages over the next few budget years to get us there.

Keith continued his presentation going through the budget noting the biggest changes in the revenue side are to the Ambulance fees, a decrease of \$15K and the increase in the anticipated write-offs of \$7,900. Keith also reduced the amount of Intercepts by \$15,000 as discussed previously with the Board; the volume is steadily decreasing as our services are required for fewer communities. Keith explained he reviewed historical data on actual expenses paid and actual collections over the LCFR history to come up with the budget numbers he is presenting.

On the expense side Keith asked the Board to consider the information collected on wages in the area for positions with similar responsibilities as Rosch's role at LCFR. After review of the wages presented, Bellin stated he too had spoken with a doctor and office manager regarding wages and job responsibilities that support Keith's findings. Urbanek had asked if the wages for Nashotah's Clerk were included and Keith thought it was not a full-time position. Urbanek stated it was but did not know her hourly wage. There was discussion on the position and the duties performed. Keith made a recommendation to the Board and the Board was very supportive. Since there was no action on the agenda, it was decided to re-address the recommendation at the next Board meeting and Rosch was asked to add it to the agenda.

Other payroll calculations were made with the new pay system in place for Part-time staff, including the holiday bonuses and a 1.75% increase to all staff. Insurance (non-health) rates are based on actual quotes received from R&R Insurance, Maintenance expenses are increased based on 2015 history and anticipated needs. Fuel is slightly reduced with the reporting of fuel costs to be holding and possibly dropping further. Also with the anticipate decline in the intercept calls that will help with fuel consumption a little. The ambulance expenses have been tightly monitored and a limited amount of surplus is kept on hand to avoid waste by supplies expiring before use. Keith commended the work of Captain Morris on developing a good system to reduce unnecessary spending. Uniform expense has been increased for the staff so shirts may be given to the employees and badges purchased for members as appropriate. Board discussion/questions were posed to Keith, much of the discussion regarding the staffing and wages. Keith explained he has budgeted a replacement mid-year for one of the vacant fulltime positions to bring staffing a little more in line with department needs. He reminded the Board that the use of part-time staff to fill these hours comes with the cost of WRS contributions, training costs, and equipment and uniform costs and with the recent rulings makes it difficult to monitor and control schedules.

A five year Capital Budget was reviewed. Keith explained that turnout gear needed to be replaced every 10 years and that he was placing a portion of it in the budget so that we would not need to replace it all on one budget year. He was asked about another grant opportunity and he explained he would consider it but was hoping to apply for something that would benefit the department better financially but assured the Board he does not discount the possibility. An additional Lucas tool to deliver CPR like the one just donated was budgeted along with a training mannequin and training center furniture. As discussed previously, the training center has become very busy for us and benefits the department a great deal as it reduces the cost in training our members by having access to instructors and holding classes here. And opening up the classes and trainings to other departments builds relationships and helps to build some revenue for the department budget. There is an extraction tool to replace our current "Jaws of life" as the new materials cannot be cut with the current equipment LCFR uses/owns. Lastly, the Chief has budgeted money to complete some needed furniture for the remaining offices. He explained the staff needs to have work areas as they are being asked to do more and contribute more and continue to struggle with current accommodations that are breaking down and coming close to their end of life. The areas include two work stations for the captains and the meeting room for multiple purpose use in the department and the radio communication room that is used by all part-time-paid on call staff. The office furniture used by the retired Chief is being repurposed for an office and made into a two workstation office area. All capital budget items would come from the capital surplus leaving the department approximately \$50,000 to move into the 2017 budget year.

The Board told Keith they were very pleased with Keith's presentation and explanations of the budget. Urbanchek stated it was the first year she feels understands how the information was gathered and the budget needs were determined. She stated she felt confident in the information presented and feels she can defend/explain it. The Board felt no further budget meetings were warranted and will vote of the budget officially at the next scheduled Board Meeting.

5. Confirmation/scheduling of upcoming meetings:

- a. Next meeting is scheduled for Thursday, August 27, 2015 at Station #1 in Delafield at 6PM
- b. Joint meeting to be determined.

6. Adjournment

The meeting was adjourned by President Bellin at 7:40pm