



Lake Country Fire & Rescue – **Fire Board**  
Chenequa – Delafield – Nashotah  
Nashotah Village Hall  
N44W32950 Watertown Plank Rd  
Tuesday, June 7, 2016 at 6:00 PM

***MINUTES***

1. Meeting call to order with the Pledge of Allegiance  
Meeting was called to order with the Pledge of Allegiance at 6:09 p.m. by President Bob Bellin.
2. Roll Call  
Present was President Bob Bellin, Vice President Theresa Urbanchek, Jeff Krickhahn, Matt Grimmer, Martin Gallun, Rob Bennett, Fire Chief Kevin Keith and Secretary/Treasurer Sandy Rosch.
3. Announcement of Closed Session  
Bellin announced the Closed Session pursuant to Wisconsin State Statute 19.85(1)(c), considering the employment, promotion, compensation or evaluating the performance of any employee under the commission's jurisdiction, more specifically to complete annual review of Fire Chief.
4. Public Comments  
No comments
5. Closed Session  
Bellin made a Motion to convene into Closed Session at 6:13 p.m. second by Urbanchek pursuant to Wisconsin State Statute 19.85(1)(c), considering the employment, promotion, compensation or evaluating the performance of any employee under the commission's jurisdiction, more specifically to complete annual review of Fire Chief. Roll call vote: Bellin-aye, Urbanchek-aye, Krickhahn-aye, Grimmer-aye, Bennett-aye, Gallun-aye. Motion carried.
6. Move into Open session  
A motion was made by Bellin, second by Krickhahn, to re-convene into Open Session at 7:37 pm. A roll call vote was taken Bellin-aye, Urbanchek-aye, Krickhahn-aye, Grimmer-aye, Bennett-aye, Gallun-aye. Motion carried.
7. Possible discussion and action regarding the closed session discussions  
The Board President and members of the Fire Board discussed Chief Keith's accomplishments and praised him for his hard work and efforts over this last year. A motion was made by Krickhahn, second by Grimmer to increase the fire Chief's salary to \$101,899/year with an additional longevity incentive of \$520/year to result in \$102,419/year or a 5.9% increase. All ayes, motion was carried.

8. Approval of minutes from Thursday, May 26, 2016

A motion was made by Urbanchek to approve the minutes with the correction of the location for the June 7<sup>th</sup> meeting. Minutes corrected to read "Upcoming meeting dates: Tuesday, June 7, 2016 at 6pm at the Nashotah Village Hall and Thursday, June 23, 2016 at Station #1". The motion was second by Grimmer. All ayes, motion was carried.

9. Discussion and action on the surplus from the 2015 Audit

Keith presented to the Board the Auditor's copy of the Balance Sheet from the 2015 Audit. He reviewed the Fund Balance and presented suggestions as to how the unassigned surplus may be allocated. Keith recognized the communities previous funding of the 2013 budget shortfall and recommended LCFR return 50% of what was given to LCFR by each community. An outline of the \$407,387.00 allocation is listed below:

- \$50,606.00 community repayment (50%)
- \$31,252.00 separation agreement
- \$250,000 contingency fund (approx 12.5% of the budget)
- \$75,529.00 post retirement benefits

Keith stated that he would like to bring an actuary in to see what our post retirement benefit funding should be but the cost for the study is not budgeted and may need to wait until the 2017 budget to complete that. Keith would like to fund the post retirement to the level the actuary would recommend and then repay the remaining balance to the communities. After some discussion a motion was made by Bellin and second by Grimmer to accept the recommendation of Chief Keith to split the Unassigned Fund Balance from the 2015 Audit as recommended by Keith into 4 assigned accounts totaling \$407,387.00 (\$50,606 to repay 50% of what the communities paid to supplement the 2013 budget shortfall, \$31,252 in a separation agreement expenses, \$250,000 in a contingency fund and \$75,529 for post-retirement benefits). A roll call vote was taken. Bellin-aye, Urbanchek-aye, Krickhahn-aye, Grimmer-aye, Bennett-aye, Gallun-aye. The motion was carried.

10. Presentation by Chief Keith on recap of Audit presentation and LCFR Status

Slide presentation by Chief Keith shown to the Board members on information he prepared for the communities which included a recap of Audit presentation and LCFR status update. Keith asked the Board if they would like him to go to the communities and present the slide show and update the communities on LCFR status. Members agreed that the communities would like to continue to have updates and communication from the department. Keith will contact the communities and present his information at the July scheduled meetings.

11. Discussion and action on LCFR staffing

Keith told the Board members that he is very concerned about the department staffing and stated they have been running short on several days this last schedule as they have been unable to fill their shifts. When asked Keith cited the reduction in maximum hours created the need for some staff to find other part-time work to supplement their earnings. We have lost a good deal of our part-time staff to full-time jobs, Keith said they are being recruited away and knew several long-time employees that are expected to receive offers of employment in the near future. Keith asked the Board to consider the hiring of another full-time position as planned for 2017. Keith felt we could absorb the early hire and pointed out the filling of this position would make us whole. When asked by the Board if the hire was necessary or to fill a vacancy, Keith stated the position is critical to maintain our staffing and level of care. Keith explained it takes 3 months to train a new staff member and it takes a lot of work to do that. Urbanchek made a motion to hire an

additional full-time FF/Paramedic in July and was second by Bennett. All ayes, motion was carried.

12. Confirmation of upcoming meetings:

Upcoming meeting dates: Thursday June 23, 2016 at 6pm at Station #1 in Delafield.

13. Adjournment

A motion was made to adjourn by Krickhahn and second by Grimmer at 8:28 pm. All ayes, motion was carried.

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Respectfully submitted by Sandy Rosch, Secretary/Treasurer