



Lake Country Fire & Rescue – **Fire Board**
Chenequa – Delafield – Nashotah
Fire Station #1
115 Main Street
Thursday, August 24, 2017 at 6:00 PM

MINUTES

1. Meeting call to order with the Pledge of Allegiance

Meeting was called to order by President Bellin at 6pm with the Pledge of Allegiance.

2. Roll Call

Present was President Bob Bellin, Vice-President Theresa Urbanek, Jeff Krickhahn, Martin Gallun, Matt Grimmer, Rob Bennett, Fire Chief Kevin Keith and Secretary/Treasurer, Sandy Rosch.

3. Public Comments

No Public comments.

4. Announcement of closed session

An announcement of closed session was made by President Bellin to involve Chief Keith and the Board Members.

5. Motion to convene into Closed Session

A motion was made by Krickhahn and second by Gallun to move 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. The Fire Chief is to be included in the session. Roll call votes was taken. Bellin-aye, Urbanek-aye, Krickhahn-aye, Gallun-aye, Grimmer-aye, Bennett-aye. Motion was carried. Closed session began at 6:05pm.

6. Motion to re-convene into Open Session.

A motion was made by Urbanek and second by Grimmer to re-convene into open session at 6:15pm. Roll call votes was taken. Bellin-aye, Urbanek-aye, Krickhahn-aye, Gallun-aye, Grimmer-aye, Bennett-aye. Motion was carried.

7. Possible discussion and action regarding the closed session discussions

A motion by Gallun and second by Grimmer to recommend a 5% increase to the Administrative Assistant's hourly wage going from \$25.95/hr to \$27.25/hr effective 7/31/2017. All ayes, motion was carried.

8. Approval of minutes from the Fire Board Meeting on Thursday, June 29 and the Fire Board Budget Workshop on Tuesday, August 10, 2017

A motion was made by Gallun and second by Bennett to approve the minutes from the Fire Board Meeting on Thursday, June 29 and the Fire Board Budget Workshop on Tuesday, August 10, 2017 as written. All ayes, motion was carried.

9. Discussion and action on the proposed 2018 Operating and Capital Budgets

A motion was made by Krickhahn and second by Gallun to approve the Operating Budget of \$1,211,632.00 as presented with a provisions to adjust the health insurance expense (+/-) once the 2018 premiums are received and to allow LCFR to exceed the operating budget for any purchases made with donated funds and to fund the separation agreement from 2014 for healthcare benefits. Allocated funding for this benefit will replace the expense by Audit adjustment until the funds have been exhausted. No further discussion. Role call vote was taken: Bellin-aye, Urbanek-aye, Gallun-aye, Krickhahn-aye, Bennett-aye, Grimmer-aye. Motion carried by unanimous vote.

A motion was made by Gallun and second by Urbanek to approve the Capital Budget of \$811,655.00 which includes a Board approved \$70,000 credit from the LCFR Capital Reserve Fund. This budget amount includes

an advanced payment discount from Pierce Manufacturing and Reliant Fire Apparatus, Inc. of \$15,970.00 that will be added to the budget amount if the municipalities choose not to fund the Capital budget by January 5, 2018. No further discussion. Role call vote was taken: Bellin-aye, Urbancheck-aye, Gallun-aye, Krickhahn-aye, Bennett-aye, Grimmer-aye. Motion carried by unanimous vote.

10. Discussion and action on the proposed amendments to the Intermunicipal Agreement

Chief Keith reviewed the suggested changes that the Board had discussed previously. Specifically Article V. Fire Board – Section J related to expenditures. Suggested language changes were presented for consideration and discussion. A motion was made by Urbancheck and second by Grimmer to proceed with the process required to recommend changes to the Intermunicipal Agreement. All ayes, motion was carried.

11. Discussion and action on the annual renewal of the Town Bank Line of Credit

Rosch explained we have a line of credit in place that expires every year in August and renews in September for \$250,000 if authorized. There has been no activity on this line of credit in recent years but was originally started in 2010. A motion was made by Gallun and second by Krickhahn to renew our line of credit with Town Bank for \$250,000. All ayes, motion was carried.

12. Board approval of credit card and check disbursements over \$1,500 from 6/29/2017 thru 8/24/2017

A motion to approve credit card and check disbursements over \$1,500 from 6/29/2017 thru 8/24/2017 (CC Pymt \$2,785.74, Ck#5152 for \$239,135.50, Ck#5179 for \$2,913.90, Ck#5180 for \$1,758.92, Ck#5181 for \$38,400, Ck#5182 for \$3,262.50, Ck# 5183 for \$7,706.90, Ck#5187 for \$1,807.20, Ck#5213 for \$2,124.05, Ck#5219 for \$5,281.88, Ck#5224 for \$2,565.77, Ck#5226 for \$3,086.04, Ck#5228 for \$2,816.52, ck#5239 for \$38,087.50, Ck#5240 for \$8,656.17, ck#5248 for \$1,529.63, Ck#5249 for \$1,802.42) was made by Krickhahn and second by Grimmer. All ayes, motion was carried.

13. Treasurer's Report

- a. Ambulance billing and collection update report review by Board members. Billing, collection and call volume continues to be above 2016 averages.
- b. Board review of balance sheet, revenues and expenses, and reconciliations, thru 07/31/2017 Expenses trending just ahead of anticipated and expenses ahead of anticipated.

14. Chief's Report

- a. LCFR Call Activity report – Chief states department has been very busy this month
- b. Staffing Report – Interns at one year and helping with staffing needs this summer. Payroll expenses are up with increase in call volume.
- c. Training/Conference Updates – Two EMT classes and pump operator class in progress
- d. Vehicle/Equipment Status – Ambulance in service and Grass truck replacement is close to being ready.
- e. update on current/ongoing department projects – planning for ULS Mass-Casualty event. Otherwise staff busy with increase in call volume and seriousness of calls.

15. September meeting and Annual Joint Meeting schedule:

- a. **September Board meeting** is scheduled for Thursday, September 28, 2017 at 6pm in Delafield
- b. **The Annual JOINT Meeting** is scheduled for Thursday, October 5th, 2017 at 6pm at Station #2 in Nashotah

16. Adjournment

A motion to adjourn was made by Grimmer and second by Gallun at 6:59pm. All ayes, motion was carried.