



Lake Country Fire & Rescue – **Fire Board**
Chenequa – Delafield – Nashotah
Fire Station #1
115 Main Street
Thursday, September 28, 2017 at 6:00 PM

MINUTES

1. Meeting call to order

Meeting call to order with the Pledge of Allegiance by President Bellin at 6:04pm.

2. Roll Call

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

3. Public Comments

Delafield Alderperson Kent Atwell was present, but there were no public comments. Fennig had pointed out to the Board members that there was a very special thank you received from a call this summer and for a near drowning that require extensive resuscitation. Several other correspondences were noted in the packet.

4. Approval of minutes from the Fire Board Meeting on Thursday, August 24, 2017

A motion was made by Grimmer and second by Bennett to approve the minutes from August 24, 2017 as written. All ayes, no further discussion, motion was carried.

5. Discussion and possible action on the final 2018 Operating Budget adjustment

Rosch explained to the Board members that after review of the Intermunicipal Agreement it was realized that the founding group had a Contingency line item in the original expense budget. But for the last three years we had not been funding it. After discussion with the Auditor, he was in favor of funding the line item and said we could insert a revenue line item in the budget to offset the expense item, therefore not increasing the budget. In continuing the use of the contingency line item LCFR could have the means to address any unforeseen or necessary spending in excess of what was budgeted. For example, at our last meeting the Chief explained to the Board he expects our payroll expenses will exceed the budgeted amount due to the increase in call volume being experienced through most of 2017. But he added that revenues have also been exceeding anticipated levels. A second example discussed was that of equipment repairs. Last year LCFR apparatus was involved in two accidents that were the fault of other parties but the cost of repairs had to be run through our expense budget causing us to exceed our budgeted expenses. However the insurances reimbursed most of the costs so that was reflected in an overage of our revenue budget. Chief Keith felt LCFR should be able to cover any additional expenditure but as the Auditor pointed out only if LCFR could not offset the expenses with additional revenues would LCFR need to go to the communities to exceed the budget and fund any shortfalls with the surplus fund that has been funded. Refunding the contingency in the budget would make it unnecessary to seek to amend the agreement to deal with such circumstances. A motion was made by Bennett and second by Gallun to approve the adjustment of the 2018 Operating Budget to include a \$75,000 line item in the revenue budget for "Other Miscellaneous Revenue" and to fund the Contingency Fund Line item in the expense budget. No further discussion. Roll call vote, all ayes, motion was carried.

A motion was made by Grimmer to increase the LCFR contribution from \$70,000 to \$75,000 toward the Capital expenses to cover a \$5,000 item that was listed but not added to the budget previously. No discussion, roll call all ayes. The motion was carried.

6. Discussion and possible action of the LCFR Emergency Management Plan

Fennig briefly updated the Board on the status of the Emergency Plan and told the Board that adjustments were still being made and Chief Keith will brief the Board at their next meeting. Fennig told the Board about the planned Mass Casualty Incident planned at ULS between Waukesha County Emergency Management and local agencies.

7. Discussion and action on the sale or disposal of equipment

DC Fennig requested permission from the Board to dispose of old radios and pagers that have exceeded their useful life as well as computers. Urbanchek inquired if the equipment would be destroyed to protect personal information versus disposed of. Fennig assured her they would be destroyed in a manner that no information would be accessible. A motion was made by Urbanchek and second by Grimmer to approve the destruction and disposal as appropriate of the laptops/tablets, hard drives and radio/pager equipment, in a manner that ensures the protection of any patient personal information. All ayes, no further discussion. Motion carried.

8. Board approval of credit card and check disbursements over \$1,500 from 8/24/2017 thru 9/28/2017

A motion was made by Urbanchek and second by Gallun to approve credit card and check disbursements over \$1,500 (Ck#5264 for \$1,995.25, Ck#5267 for \$2,873.01, ck#5276 for \$22,072.00, and ck#5285 for \$1,757.78) from 8/24/2017 thru 9/28/2017. All ayes, no further discussion. Motion was carried.

9. Treasurer's Report

- a. Ambulance billing and collection update - Fire Board reviewed Andres monthly spreadsheet. Noted that Billing, calls and collection continue to be ahead of budgeted.
- b. Board review of balance sheet, revenues and expenses, and reconciliations, thru 08/31/2017 – Fire Board reviewed financial documents and reconciliations. Revenues continue to run ahead of anticipated and expenses slightly over expected.

10. Chief's Report given by Deputy Chief Matt Fennig

- a. LCFR Call Activity report – Continuing to experience the increase in call volume as noted on the Call Sheet distributed.
- b. Staffing Report – There has been 2 new EMT/EMT-Paramedics added to the part-time staff.
- c. Training/Conference Updates – Captain Reynen attended the PSOW conference last week
- d. Vehicle/Equipment Status – Put the new vehicle that replaced the grass rig into service approximately 2 weeks ago. Ambulance that was replaced has been taken out of service and returned to the City of Delafield. They plan to sell the vehicle.
- e. Update on current/ongoing department projects – Fennig mentioned several projects in the works including preparation for the Annual Meeting where those attending will be shown the Fire Training House and demonstrations that are planned.

11. Upcoming meeting schedule:

- a. **The Annual JOINT Meeting** is scheduled for Thursday, October 5th, 2017 at 6pm at Station #2 in Nashotah
- b. **October Board meeting** is scheduled for Thursday, October 26, 2017 at 6pm in Delafield

- 12. Adjournment-** A motion to adjourn was made at 6:47pm by Gallun and second by Bennett. Not further discussion. All ayes, motion was carried.