



Lake Country Fire & Rescue – **Fire Board**  
Chenequa – Delafield – Nashotah  
Fire Station #1  
115 Main Street, Delafield, WI 53018  
Thursday, January 25, 2018 at 6:00 PM

## *MINUTES*

1. **Meeting call to order with the Pledge of Allegiance**

The meeting was called to order by President Bob Bellin with the Pledge of Allegiance at 6:02 p.m.

2. **Roll Call**

Present was the Board President Bob Bellin, Vice President Theresa Urbanchek, Jeff Krickhahn, Matt Grimmer, Marty Gallun, Rob Bennett, Fire Chief Kevin Keith and Secretary/Treasurer, Sandy Rosch.

3. **Election of President, Vice President and appointment of Secretary/Treasurer terms to end 12-31-2018**

A motion was made by Grimmer and second by Bennett to nominate Bellin to continue as the Board President. No other nominations were made. All ayes, motion was carried.

A motion was made by Bellin and second by Grimmer to nominate Urbanchek to continue as the Vice President. No other nominations were made. All ayes, motion was carried.

A motion was made by Bellin, second by Urbanchek to nominate Rosch as the Secretary/Treasurer. No other nominations were made. All ayes, motion was carried.

4. **Public Comments**

No public comments.

5. **Approval of minutes from December 7, 2017**

A motion was made by Grimmer and second by Gallun to accept the minutes from December 7, 2017 as written. All ayes, motion was carried.

6. **Discussion and action regarding LCFR Emergency Management Plan**

Keith asked the Board if there were any questions about the LCFR Emergency Management Plan as the Board Members had been given electronic copies of the Plan at the December meeting for review. Keith told the members that he would be visiting each community in February and March to discuss the Plan and answer any questions. Personal information and plans regarding the schools has been redacted for public release. A motion was made by Grimmer and second by Gallun to approve the LCFR Emergency Management Plan as written. All ayes, motion was carried.

7. **Discussion and action on the potential actuarial study of LCFR sick time benefits by Linda Mont at Key Benefits**

Chief requested to defer to next meeting, requested additional information.

8. **Discussion and action on Capital purchases for 2018**

Chief updated Members on Capital budget spending. Engine was ordered January 3, 2018 so we are eligible for the additional savings with pre-payment, the Emergency Response Vehicle has been ordered with a \$400 savings and bid is out for the Turn Out Gear.

9. **Board approval of credit card and check disbursements over \$1,500 from 12/07/2017 thru 1/25/2018.**

A motion was made to approve credit card and check disbursements over \$1,500 (Ck#5370 for \$2,815.19, Ck#5393 for \$2,153.58, Ck#5404 for \$2,683.52, Ck#5400 for \$589,924.00, Ck#5401 for \$20,463.00, Ck#5405 for \$1,664.69, Ck#5407 for \$2,342.31, Ck#5423 for \$2,542.00, and Ck#5438 for \$39,420.00) from 12/07/2017 thru 1/25/2018 by Grimmer and second by Urbanchek. All ayes, motion was carried.

**10. Treasurer's Report**

- a. Ambulance billing and collection updates reviewed with Board members. Explained that AMB has begun utilizing a new billing software and we are trying to work through the differences in reporting.
- b. Board review of balance sheet, revenues and expenses, and reconciliations, thru 12/31/2018  
Combined billing stats with old and new software reporting prepared and reviewed with Board Members. Finished 2017 with strong billing-December one of the busiest billing months of 2017. Billing information cannot be audited until after the February report is received.  
As expected we have exceeded our budgeted expenses but our totals are unaudited and the current report does not include the recently approved funding of the Contingency Fund-Expense Account #59000 for \$75,000 by communities with an off-setting \$75,000 Revenue Account #47500 Other Miscellaneous Income

**11. Chief's Report**

- a. LCFR Call Activity report was reviewed by Chief. Keith told Members the staff had dealt with an increased number of MVA's with a very serious accident they dealt with. The department has also been busy with flu related calls/transport, and frozen pipe related calls.
- b. Staffing Report – The department has also been hit with the flu as well which affected staff availability during the holidays and through a high call volume time of the year.
- c. Training/Conference Updates – No scheduled training over the Holidays but preparing to begin our Paramedic Refresher which is required every other year. Training takes place in February with other refreshers and certifications through the spring. It is going to be very busy at the Training Center.
- d. Vehicle/Equipment Status – nothing more to report.
- e. update on current/ongoing department projects – nothing to report at this time.

**12. Confirmation of upcoming meeting schedule:**

- a. February meeting will not be held
- b. 2018 meeting schedule was reviewed. Next meeting is scheduled for Thursday, March 29, 2018 at 6pm at Station #1.

**13. Adjournment**

A motion to adjourn was made at 6:29 p.m. by Gallun and second by Bennett. All ayes, motion was carried.